DEFENSE TRAVEL SYSTEM

Initial ODTA Training

Mission

To provide initial training and an introduction to DTS and basic travel policies to users and unit leaders to facilitate TAD travel through DTS.

Responsibilities

- Reports
- Maintaining files
- Training
- Check in/Check out process
- Assisting Travelers
- Updating organization’s routing list(s)

Reports

- Per DTS MCO 4650.39A there are four reports that are required to be pulled and work
  - Two reports are worked and reconciled on a weekly basis
  - One report is worked and reconciled on a daily basis
  - The other report is worked and reconciled on a monthly basis

ALL REPORTS MUST BE MAINTAINED FOR THE CURRENT MONTH PLUS ONE YEAR!

Reports Cont'd

1.) Unsubmitted Voucher Report

Weekly

Purpose: verify that travelers are submitting their travel vouchers within the prescribed time frame after completion of travel.

2.)Depart Status Report

Daily

Purpose: ensure that authorizations are routed, approved, and ticketed by the CTO prior to commencement of TAD.

3.)Pending Airline Cancellation

Purpose: notify the AO that there are pending travel documents with reservations.

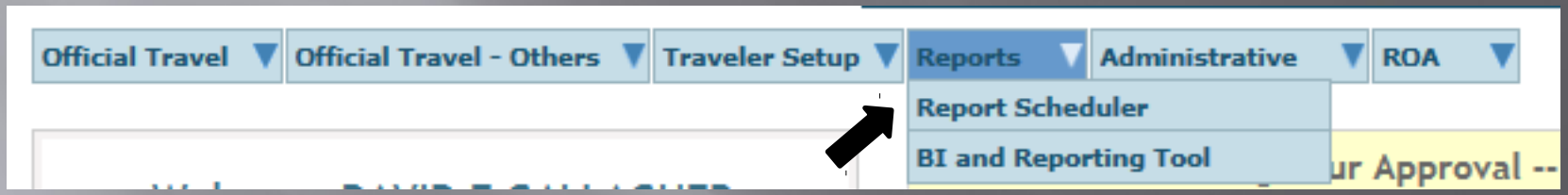
Monthly

4.)Complete Traveler Info List

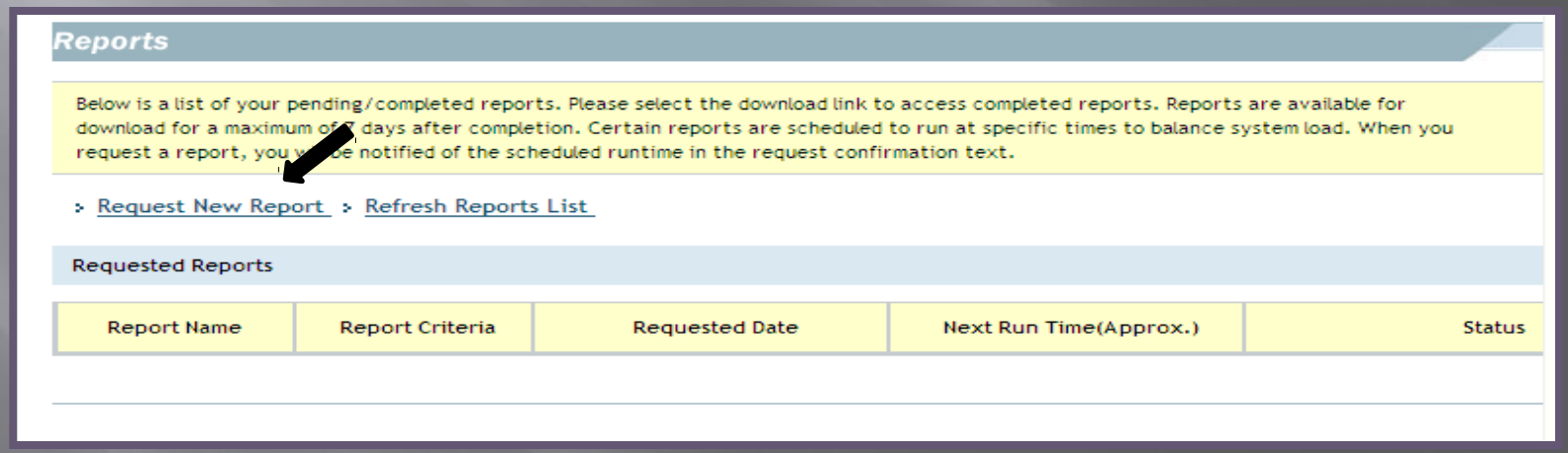
Purpose: ensure all traveler profile fields have been correctly entered and are up to date. The report should be reconciled against the DD 577s on file.

Reports Cont'd

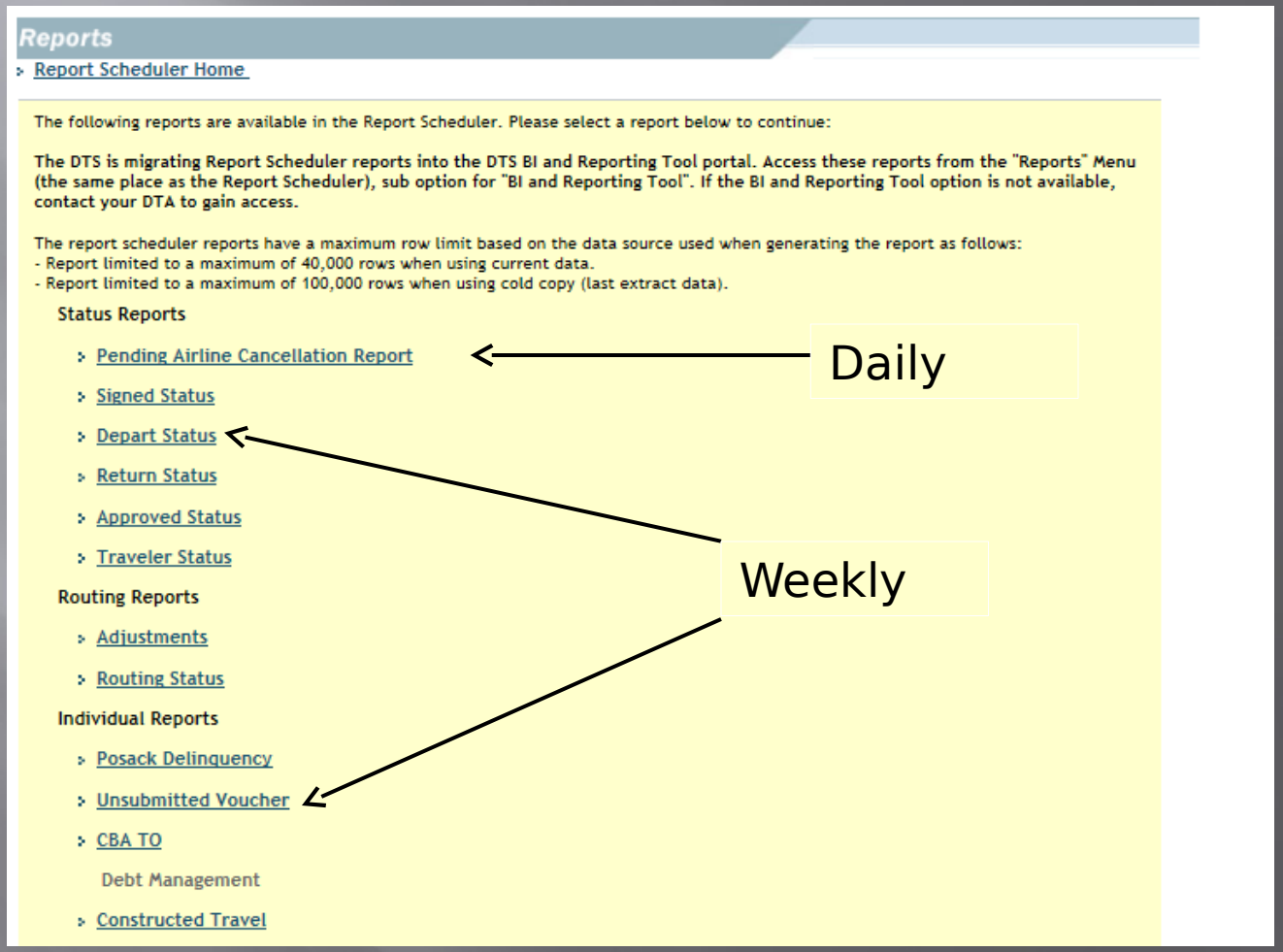
- Go to the "Reports" tab and select "Report Scheduler"



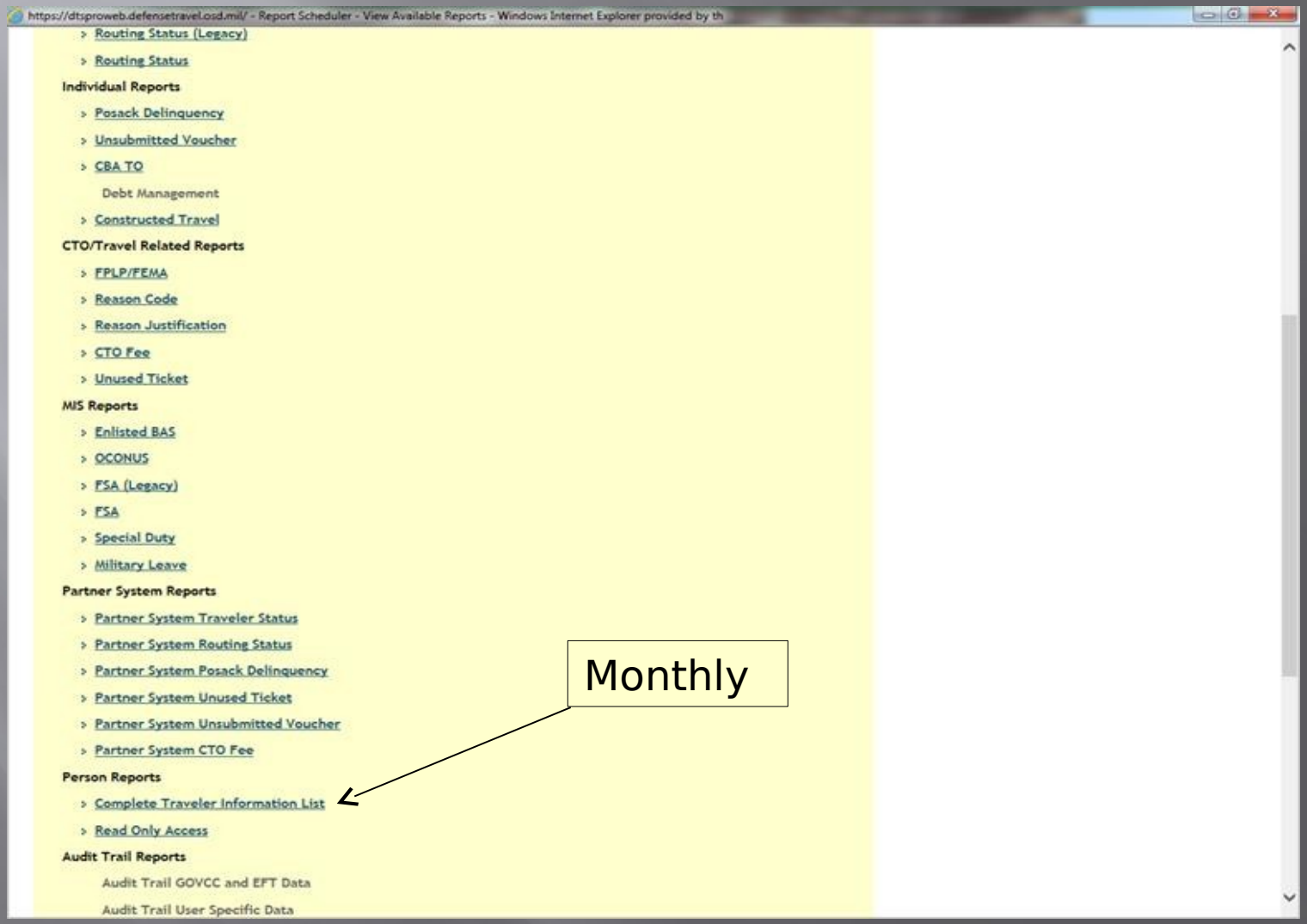
- Select "Request New Report"


Reports
Below is a list of your pending/completed reports. Please select the download link to access completed reports. Reports are available for download for a maximum of 7 days after completion. Certain reports are scheduled to run at specific times to balance system load. When you request a report, you will be notified of the scheduled runtime in the request confirmation text.
Request New Report
Refresh Reports List
Requested Reports
Report Name
Report Criteria
Requested Date
Next Run Time(Approx.)
Status

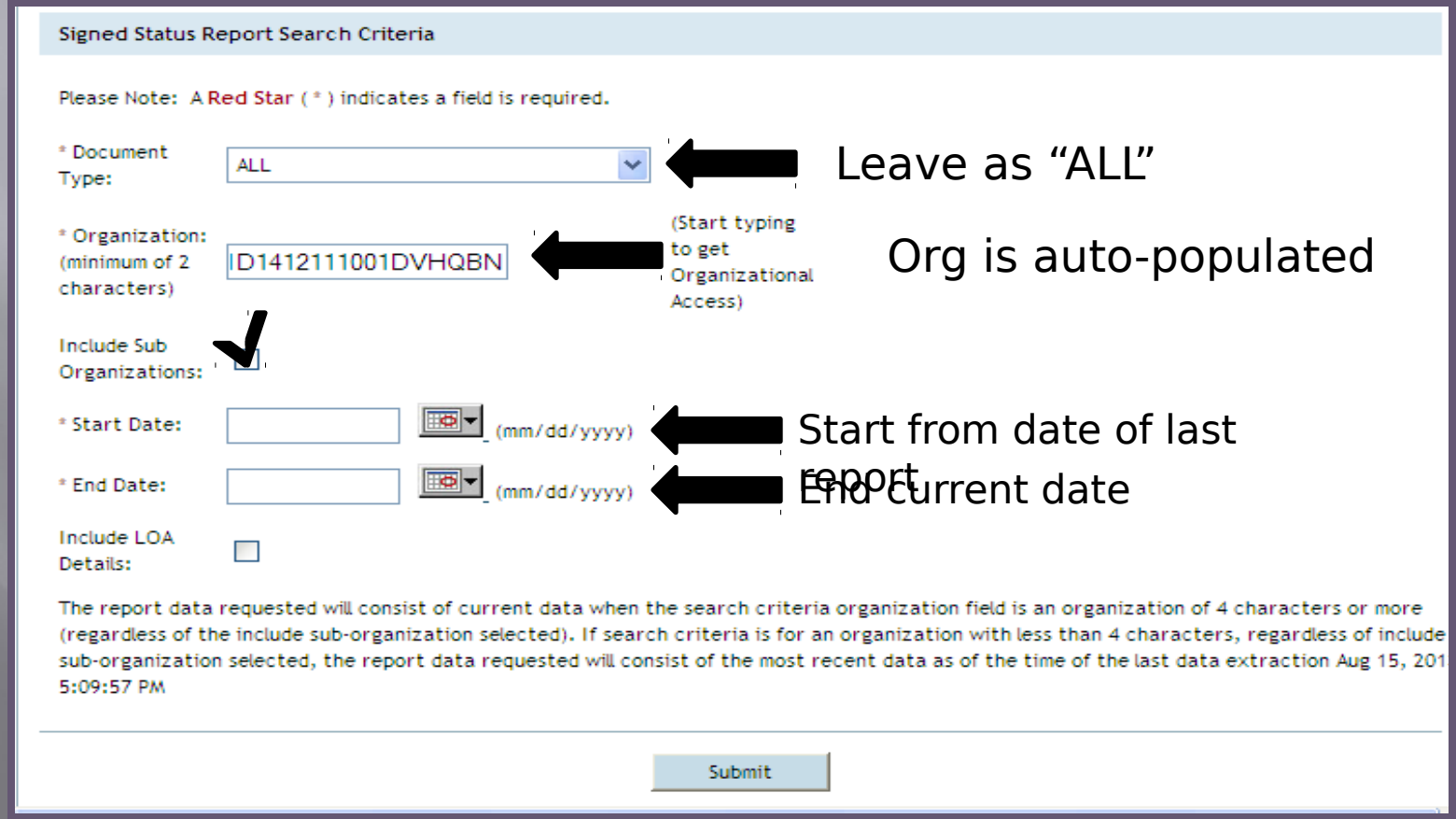
Reports Cont'd


Reports
Report Scheduler Home
The following reports are available in the Report Scheduler. Please select a report below to continue:
The DTS is migrating Report Scheduler reports into the DTS BI and Reporting Tool portal. Access these reports from the "Reports" Menu (the same place as the Report Scheduler), sub option for "BI and Reporting Tool". If the BI and Reporting Tool option is not available, contact your DTA to gain access.
The report scheduler reports have a maximum row limit based on the data source used when generating the report as follows:
- Report limited to a maximum of 40,000 rows when using current data.
- Report limited to a maximum of 100,000 rows when using cold copy (last extract data).
Status Reports
Pending Airline Cancellation Report
Signed Status
Depart Status
Return Status
Approved Status
Traveler Status
Routing Reports
Adjustments
Routing Status
Individual Reports
Posack Delinquency
Unsubmitted Voucher
CBA TO
Debt Management
Constructed Travel
Daily
Weekly

Reports Cont'd



Reports Cont'd


Signed Status Report Search Criteria
Please Note: A Red Star (*) indicates a field is required.
* Document Type:
ALL
Leave as "ALL"
* Organization: (minimum of 2 characters)
ID1412111001DVHQBN
(Start typing to get Organizational Access)
Org is auto-populated
Include Sub Organizations:
* Start Date:
(mm/dd/yyyy)
Start from date of last report
* End Date:
(mm/dd/yyyy)
End current date
Include LOA Details:
The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Aug 15, 201 5:09:57 PM
Submit

Maintaining Files

- The ODTA is responsible for maintaining required documentation for personnel within the unit that hold a DTS billet
  - DD Form 577
  - COL Certificate
  - Travel Policies Certificate
  - DTS Class Certificate

After a member no longer holds a DTS billet for your organization the DD Form 577 must be terminated. Once the DD Form 577 has been terminated it needs to be maintained for *six years and three months.*

Training

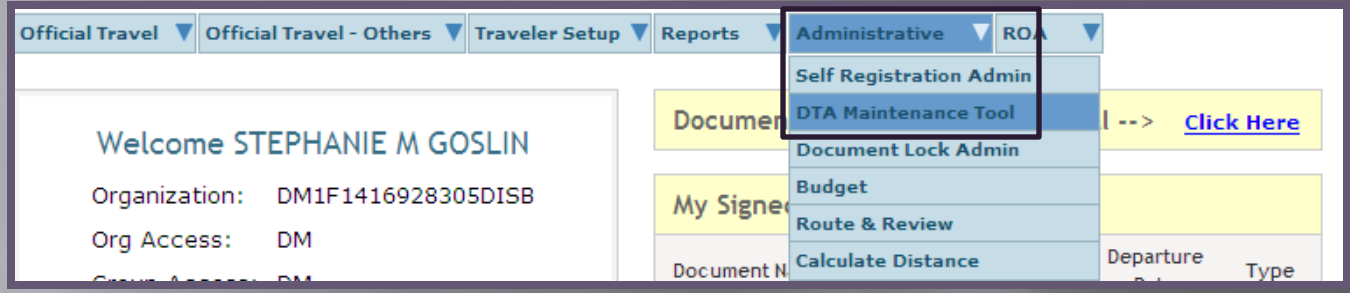
- As an ODTA you will be responsible for training your travelers within your organization annually.
- You must retain rosters for the current month plus two years.

Check in/Check out Process

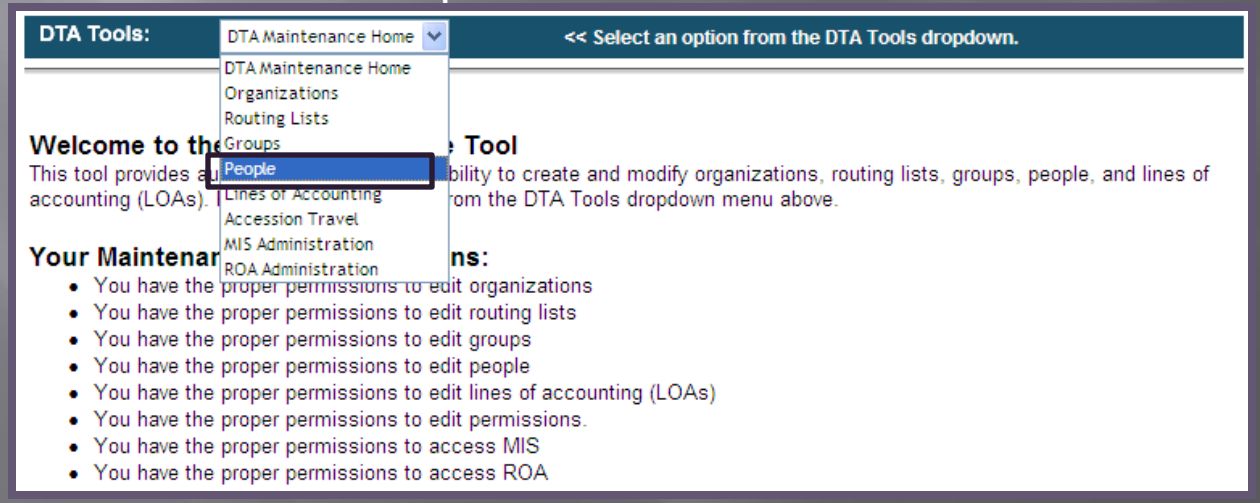
- ODTA’s must ensure that a DTS section is on the unit’s check in/check out sheet.
- When personnel are checking in with the unit, you as the ODTA must ensure/create a DTS profile and attach them to your organization.
- When personnel are checking out of your unit you must detach them only if they do not have any outstanding documents or debt management issues.

Check in Process

- When personnel are checking in with your unit you must attach them to your organization in DTS
  - Go to the “Administrative” tab and select “DTA Maintenance



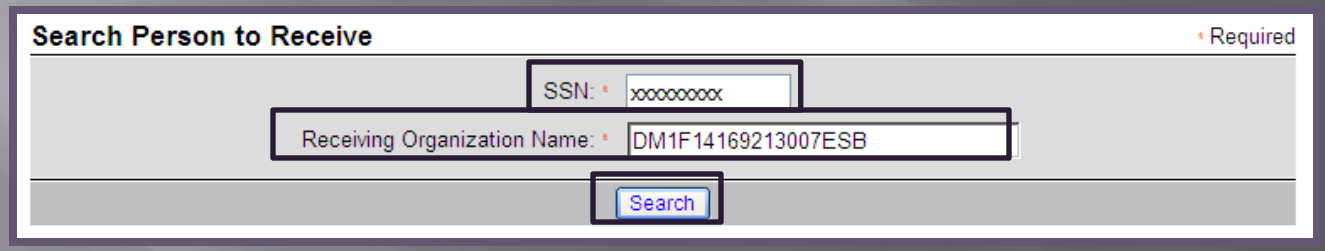
  - Click on the drop down box located at the top of the screen and select “People”


DTA Tools:
DTA Maintenance Home
<< Select an option from the DTA Tools dropdown.
DTA Maintenance Home
Organizations
Routing Lists
Groups
People
Lines of Accounting
Accession Travel
MIS Administration
ROA Administration
Welcome to th
Tool
This tool provides a
bility to create and modify organizations, routing lists, groups, people, and lines of accounting (LOAs).
om the DTA Tools dropdown menu above.
Your Maintenar
ns:
You have the proper permissions to edit organizations
You have the proper permissions to edit routing lists
You have the proper permissions to edit groups
You have the proper permissions to edit people
You have the proper permissions to edit lines of accounting (LOAs)
You have the proper permissions to edit permissions.
You have the proper permissions to access MIS
You have the proper permissions to access ROA

Check in Process Cont'd

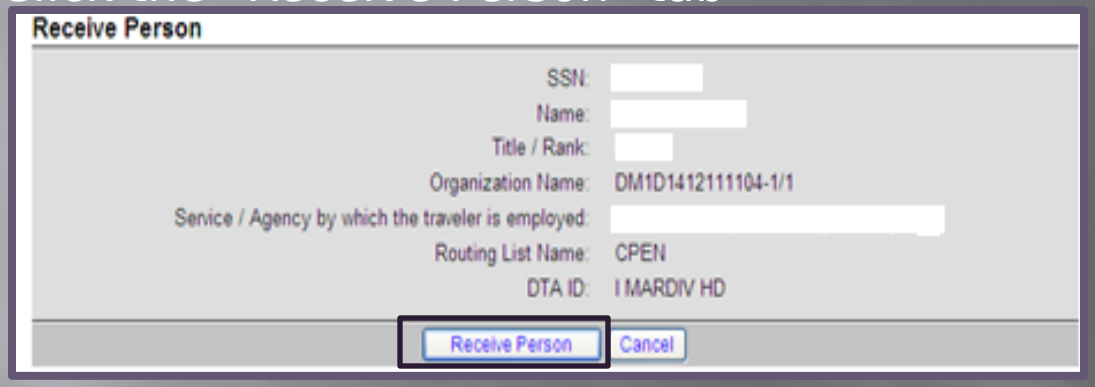
- Click on "Receive Person" hyperlink located at the top of the sc

- Type in the personnel's full SSN
- Your organization will be auto populated in the "Receiving Organization Name" box
- Click the "Search" tab

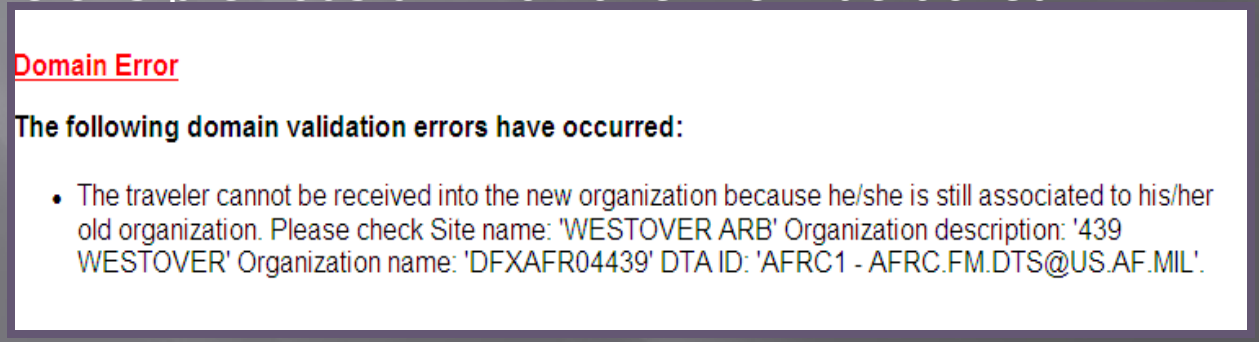


Check in Process Cont'd

- The traveler's profile will appear
- Click the "Receive Person" tab

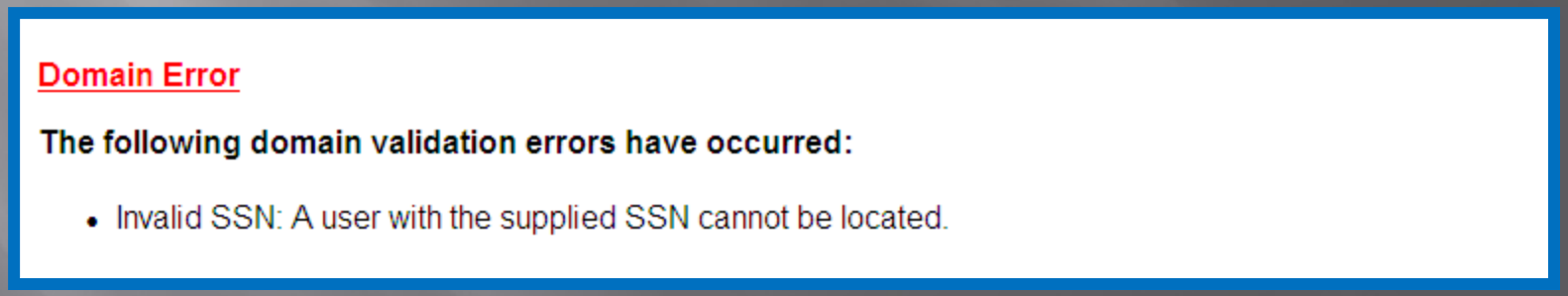


Note: If you receive an error message stating that you cannot receive the traveler into your organization because they are attached to another organization in DTS you must contact the traveler's previous unit to have them detached.


Domain Error
The following domain validation errors have occurred:
The traveler cannot be received into the new organization because he/she is still associated to his/her old organization. Please check Site name: 'WESTOVER ARB' Organization description: '439 WESTOVER' Organization name: 'DFXAFR04439' DTA ID: 'AFRC1 - AFRC.FM.DTS@US.AF.MIL'.

Check in Process Cont'd

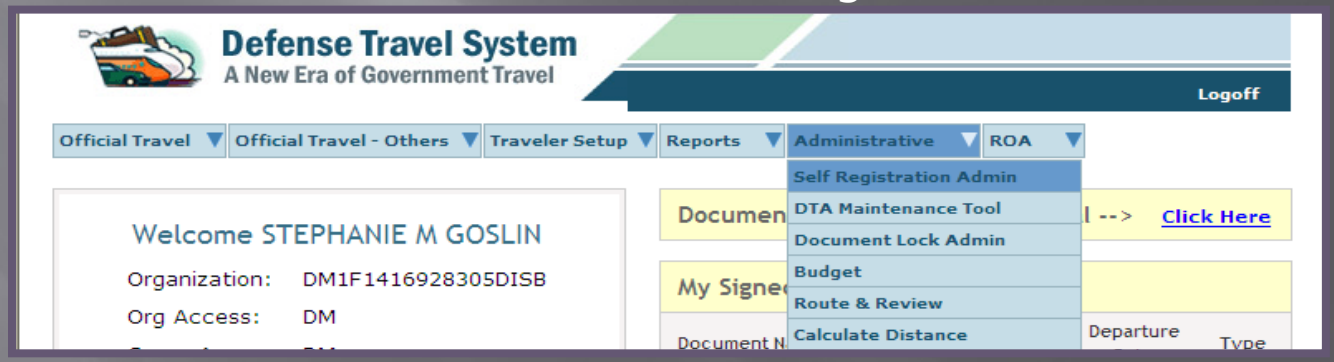
Note: If you receive an error message that the SSN cannot be located it means the traveler needs to create a profile in DTS.


Domain Error
The following domain validation errors have occurred:
Invalid SSN: A user with the supplied SSN cannot be located.

Self Registration

Purpose: ensure travelers that have self registered to the organization have their profiles received or returned for appropriate corrective action.

- Go to the "Administrative" tab and select "Self Registration Admin"

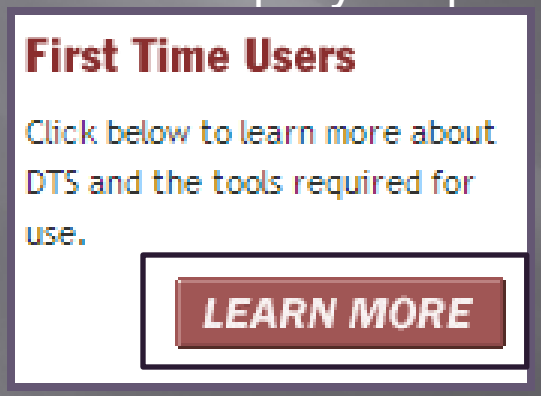


- Select the "Begin" tab located at the bottom of the screen.
- Click the hyperlink next to the profile
- Review all the information in the profile
- Select "0" for traveler's permissions
- Once you have reviewed the profile select the "Accept" or the "Reject" tab

NOTE: If there are no profiles that show on this screen it means there are no profiles

How to Create a DTS Profile

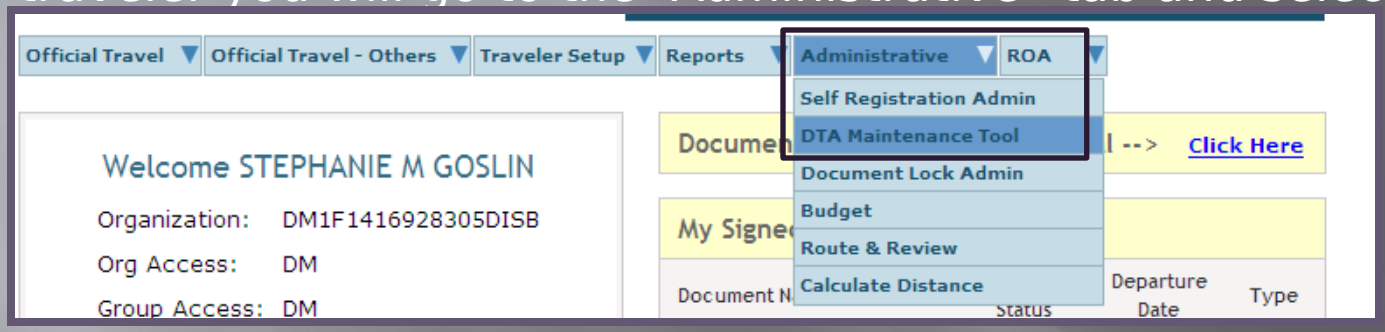
- A traveler can create a profile in DTS through “Self Registration”.
  - Traveler must go to the DTS homepage
  - Under the “First Time Users” section, have the traveler click on the “Learn More” tab
  - Have the traveler follow step by step instructions on how to set up a DTS account



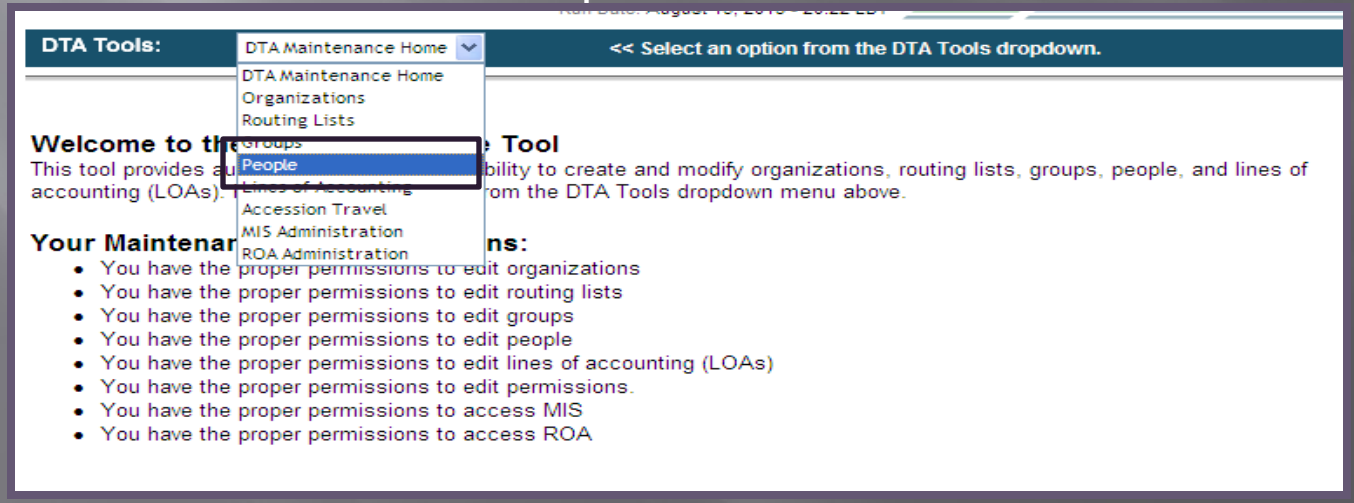
- If the traveler cannot create a DTS account for any reason (I.E. they do not have a CAC), you as the ODTA will be responsible for creating a DTS profile for them
  - Traveler must first fill out the “DTS Registration Worksheet” located on the I MEF DTS Help Desk website and submit it to ODTA

How to Create a DTS Profile Cont'd

- Once you have received the DTS Registration Worksheet from the traveler you will go to the "Administrative" tab and select "DTA



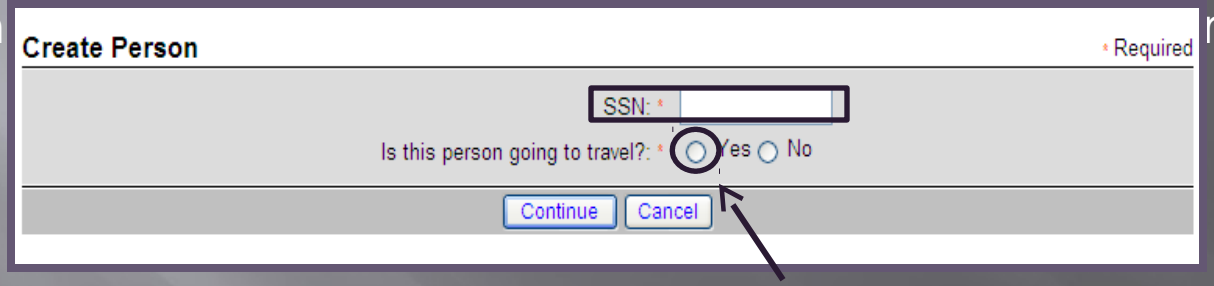
- Select the drop down box located at the top of the screen and select "People"


DTA Tools:
DTA Maintenance Home
<< Select an option from the DTA Tools dropdown.
DTA Maintenance Home
Organizations
Routing Lists
People
Accession Travel
MIS Administration
ROA Administration
You have the proper permissions to edit organizations
You have the proper permissions to edit routing lists
You have the proper permissions to edit groups
You have the proper permissions to edit people
You have the proper permissions to edit lines of accounting (LOAs)
You have the proper permissions to edit permissions.
You have the proper permissions to access MIS
You have the proper permissions to access ROA

How to Create a Profile Cont'd

- Click on the "Create Person" hyperlink located at the top of the screen
- Type in the traveler's full SSN
- *Always* select "Yes" when it asks "Is this person going to travel?"

Note: If you select "No" when it asks "Is this person going to tra r the traveler



- Click the "Continue" tab
- Fill out all required fields
- When you are finished filling out all of the information, click the "Save Changes" tab located at the bottom of the screen

Note: The default routing list will *Always* be "CPEN"

Check Out Process

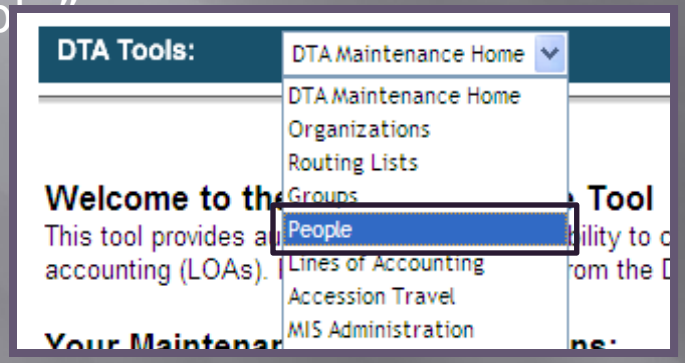
•When personnel are checking out of your unit you will need to verify if they have any outstanding documents or debt management issues.

Note: If they DO have outstanding documents or debt management issues they CANNOT be detached from your unit in DTS until their claim or debt has been settled

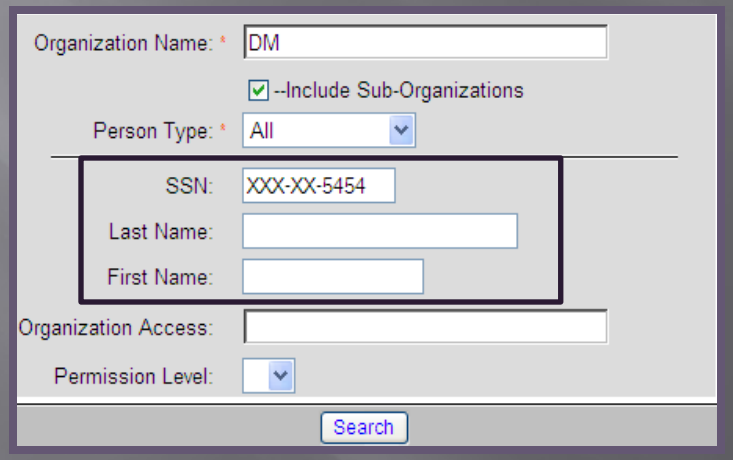
- To detach personnel from your unit in DTS:
  - Go to the “Administrative” tab and select “DTA Maintenance Tool”

Check Out Process

- Select the drop down box located at the top of the screen and select “Peop[illegible]”

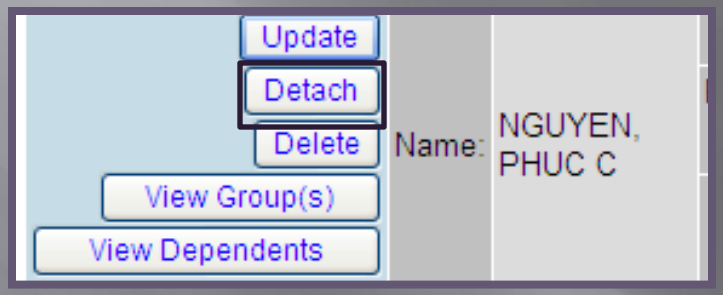


- Search personnel by full SSN or First and Last night



Check Out Process Cont'd

- Click "Detach" tab next to profile



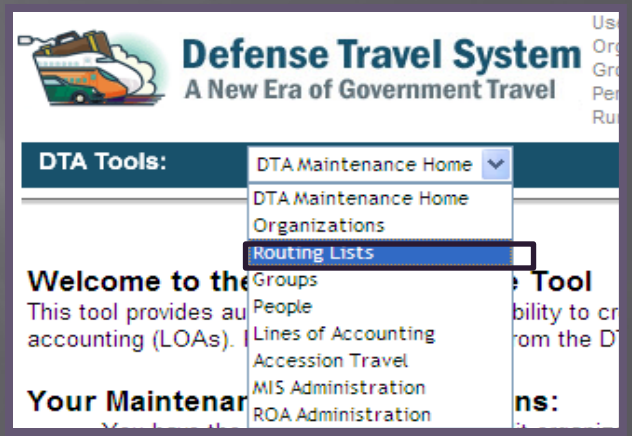
- Then click on the "Detach Person" tab

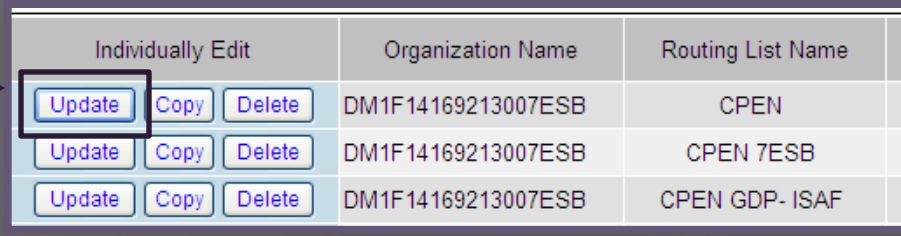
Assisting Travelers

- Updating unit’s routing lists(s)
- Creating Authorizations/Vouchers/Local Vouchers
- Correcting EFT information
- Trace request

Update Routing Lists

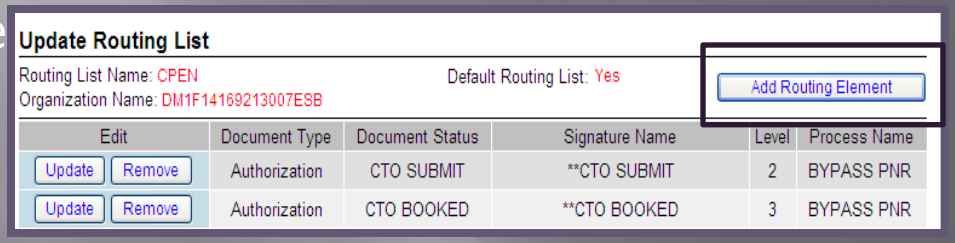
- As an ODTA it is your responsibility to update your unit's routing list (and the WWT routing list only for RO's) to ensure that they are up to date
- Go to the "Administrative" tab and select "DTA Maintenance"
- Utilizing the drop down box (located at the top of the screen) select "Routing Lists"
- Your organization's code with auto populate in the "Organization Name" box. Click the "Search" tab
- Click "Update" next to the routing list that needs to be updated





Update Routing Lists Cont'd

•Click the "Add Routing Element" tab (located at the top right hand corner of the



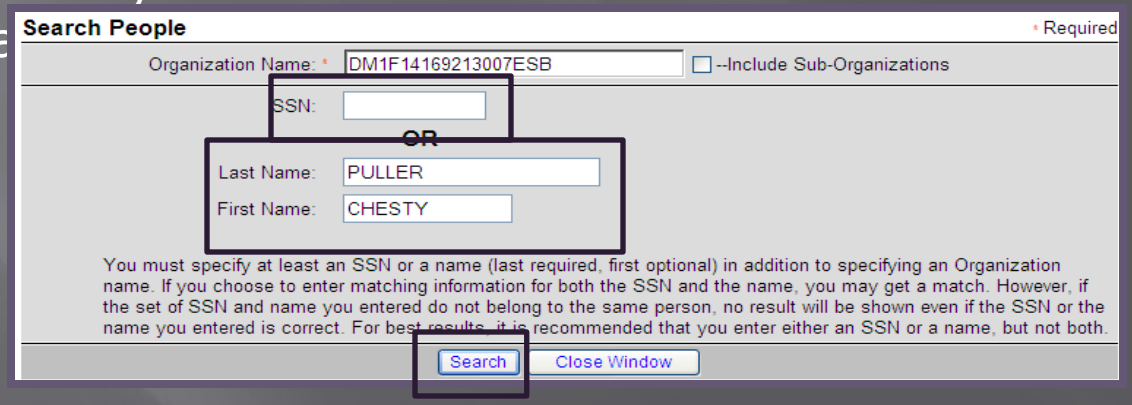
• Under the "Document Type" section utilize the drop down box to select Authorization, Voucher or Local Voucher

• Under the "Document Status" section utilize the drop down box to select the stamp for the DTS billet holder. (I.E. If you are adding a unit approver for Authorizations you would select "APPROVED")

•Next to the "Signature Name" section click on the "Search" tab.

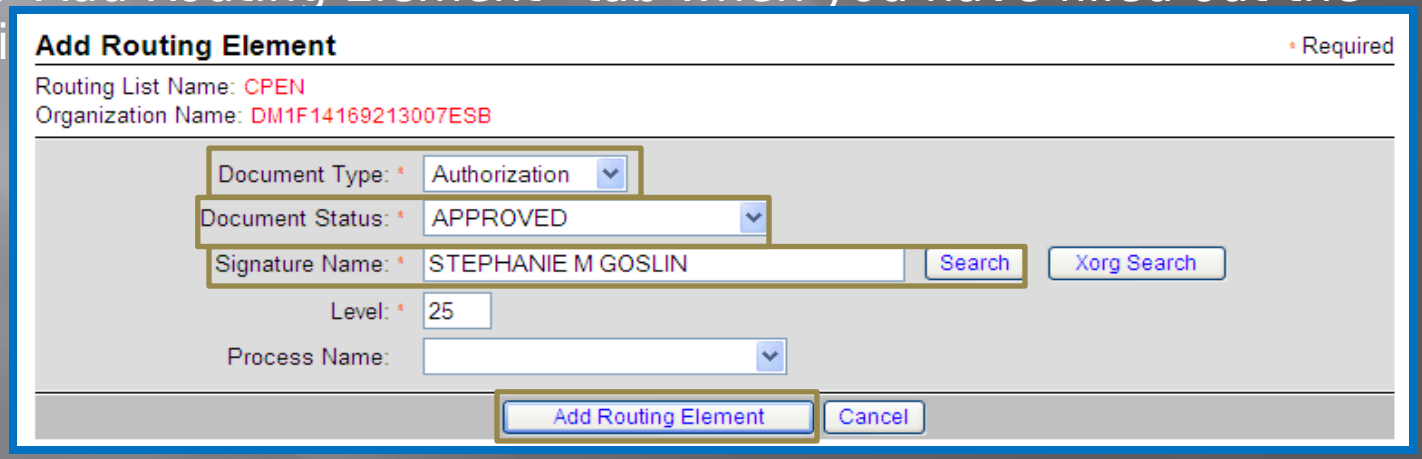
•Search DTS billet holder by full SSN or first and last name

• Click the "Search" ta


Search People
* Required
Organization Name: * DM1F14169213007ESB
--Include Sub-Organizations
SSN:
OR
Last Name: PULLER
First Name: CHESTY
You must specify at least an SSN or a name (last required, first optional) in addition to specifying an Organization name. If you choose to enter matching information for both the SSN and the name, you may get a match. However, if the set of SSN and name you entered do not belong to the same person, no result will be shown even if the SSN or the name you entered is correct. For best results, it is recommended that you enter either an SSN or a name, but not both.
Search
Close Window

Update Routing Lists Cont'd

- Click the "Select" tab next to the personnel's profile that you are adding into the routing list.
- Enter the "Level" number into the manual type in box.
  - The level number will be the same numeric value for the specific billet in the routing list. (I.E. for Authorization if all AO's are a level 25 you will add the next approver as a level 25.)
- Click "Add Routing Element" tab when you have filled out the requi



- Once you have update the entire routing list click "Save Changes" tab located at the bottom of the screen.

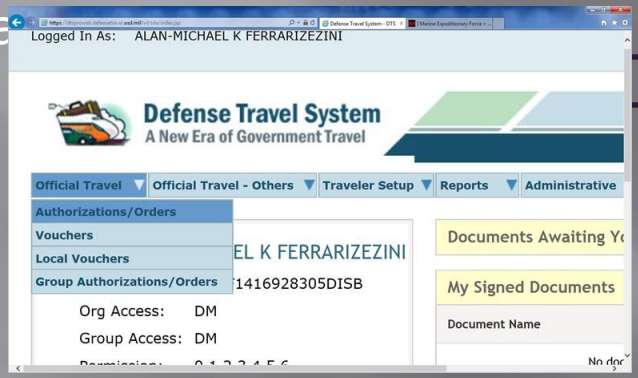
Note: All the unit AO's will have "Authorized" stamp and be a level 25 on Vouchers and Local Vouchers.

Updating Routing Lists: Document Status Stamps

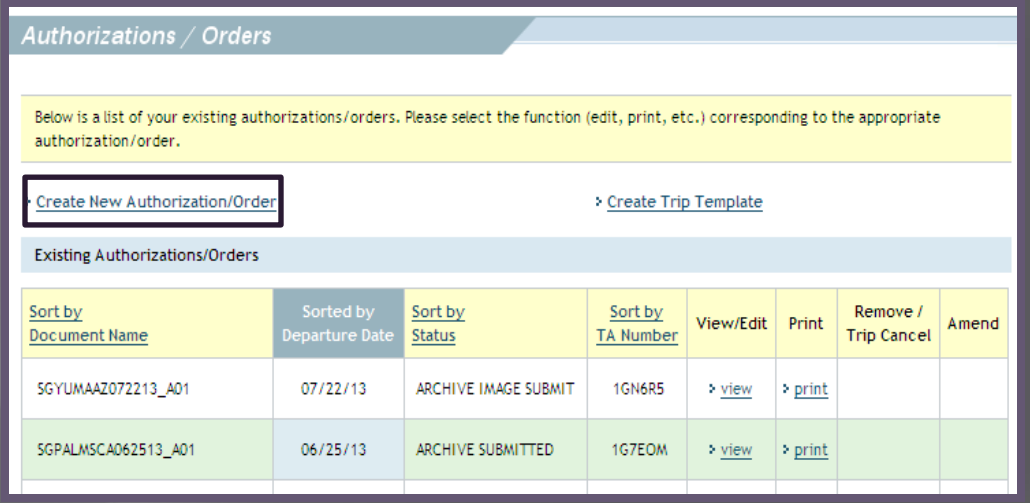
Update Remove	Authorization	CTO SUBMIT	**CTO SUBMIT	3	BYPASS PNR
Update Remove	Authorization	CTO BOOKED	**CTO BOOKED	4	BYPASS PNR
Update Remove	Authorization	REVIEWED	TAKISHA N TOBY	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	SAMUEL L WARMAN	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	ANDREW J GARCIA	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	MATTHEW D SCHUETT	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	COREY T PINEDA	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	BRANDEN ASHWORTH	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	ALICIA J AKHTEEBO	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	LYDIA M HERNANDEZ	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	ANGELICA M CALEROPEREZ	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	RAISA J JIMENEZ	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	ANABELL NEVELS	5	BYPASS PNR
Update Remove	Authorization	APPROVED	RYAN T MULDER	25	
Update Remove	Authorization	APPROVED	SHAWN C GRAY	25	
Update Remove	Local Voucher	REVIEWED	ZACHARY J JACOBS	15	
Update Remove	Local Voucher	REVIEWED	MARIA C LAROTONDA	15	
Update Remove	Local Voucher	AUTHORIZED	RYAN T MULDER	25	
Update Remove	Local Voucher	REVIEWED	DEVIN A BOYD	27	
Update Remove	Local Voucher	REVIEWED	LINDSEY E FARRELL	27	
Update Remove	Local Voucher	REVIEWED	Joeseph A Palmer kuhl	27	

How to Create a Authorization/Orders

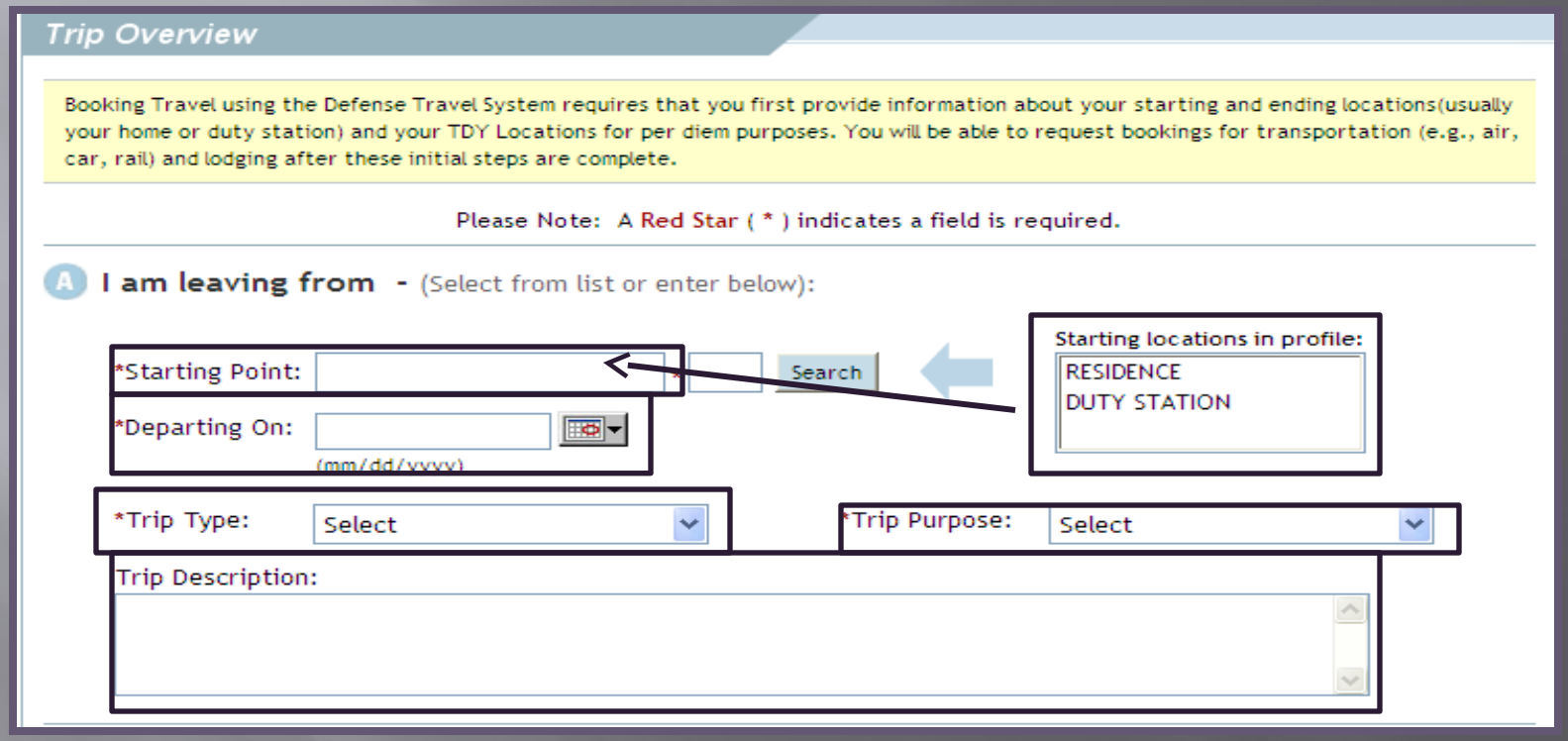
- Go to the “Official Travel-Others” tab and select “Authoriza



- Search traveler by full SSN or first and last name
- Click on “Create New Authorization/Orders” hyperlink in the top left hand corner of the s



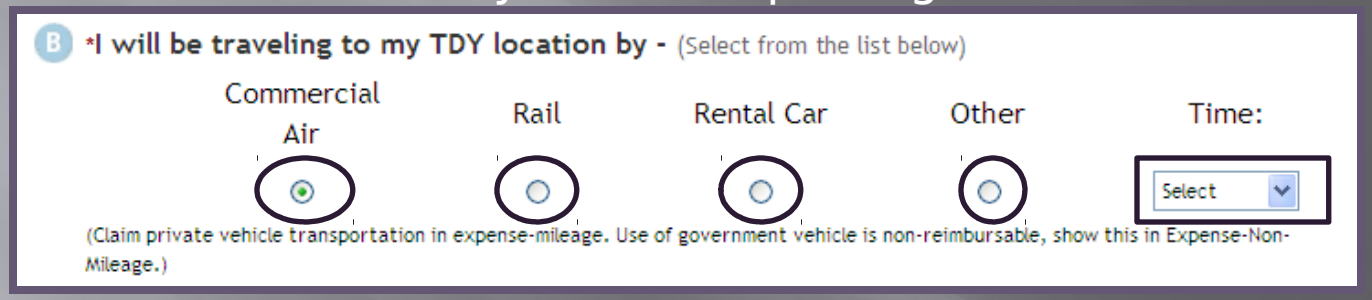
How to Create an Authorization Cont'd


Trip Overview
Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.
Please Note: A Red Star (*) indicates a field is required.
A I am leaving from - (Select from list or enter below):
*Starting Point:
Search
Starting locations in profile:
RESIDENCE
DUTY STATION
*Departing On:
(mm/dd/yyyy)
*Trip Type:
Select
*Trip Purpose:
Select
Trip Description:

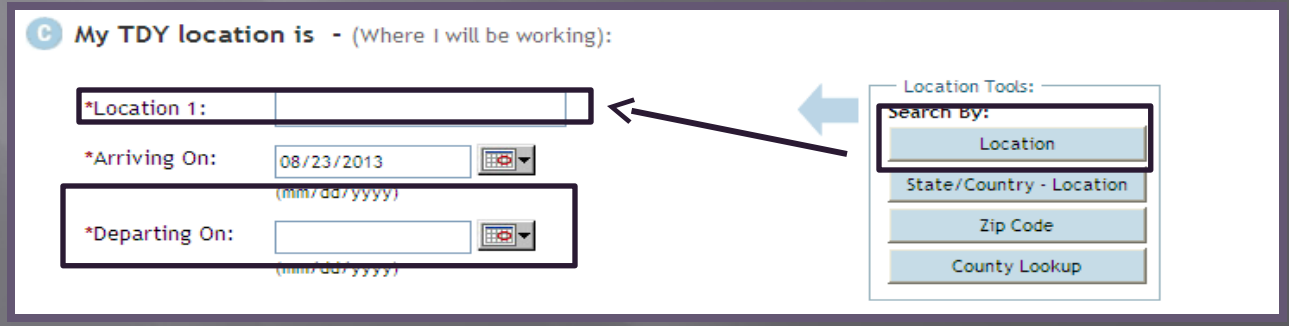
Note: Even though there is no "Red Star" for the Trip Description box, there must always be a brief detailed description of the TAD trip in that box without the usage of MOS related acronyms

How to Create an Authorization Cont'd

- **Section B:**
  - Select what transportation mode the traveler will be utilizing and what time they will be departing

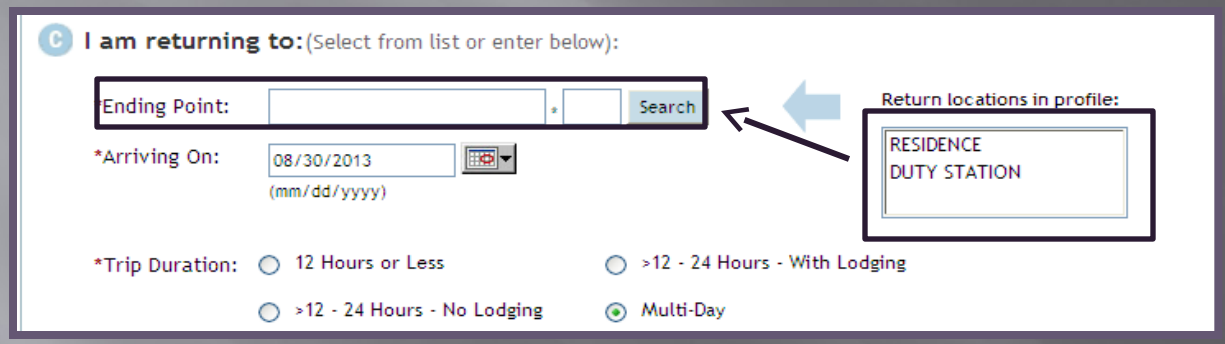

B *I will be traveling to my TDY location by - (Select from the list below)
Commercial Air
Rail
Rental Car
Other
Time:
Select
(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

- **Section C:**
  - Type in the location of the TAD in the manual type in box or utilize the blue tab labeled "Location". Once you select the correct location click "Select and Close" tab
  - Select the date the traveler will be departing the TAD location.

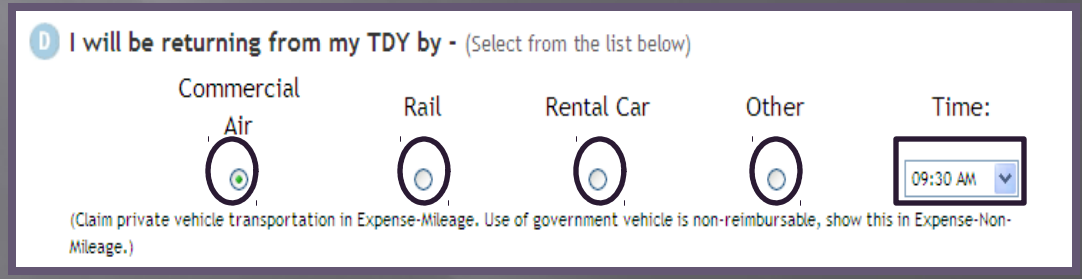


How to Create an Authorization Cont'd

- **Section C:**
  - Select "Residence" or "Duty Station" for the ending point of the authorization

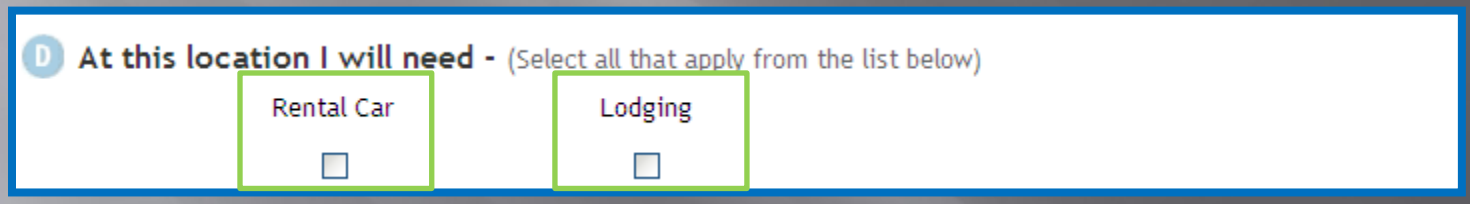


- **Section D:**
  - Select the traveler's mode of travel when returning from TAD trip

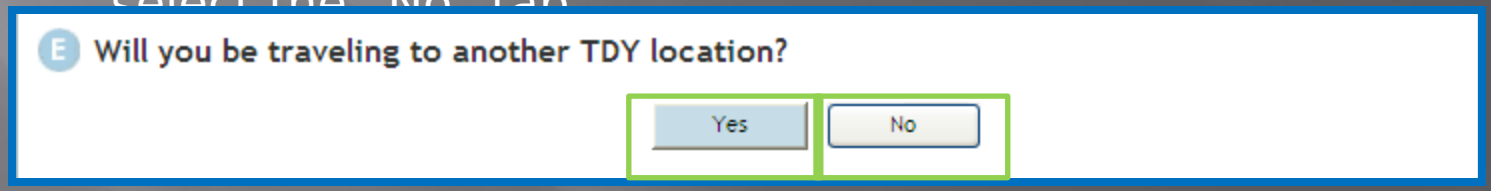

D I will be returning from my TDY by - (Select from the list below)
Commercial Air
Rail
Rental Car
Other
Time:
09:30 AM
(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

How to Create an Authorization Cont'd

- **Section D:**
  - Select the "Rental Car" box or the "Lodging" box if the traveler will need to make reservations .



- **Section E:**
  - If the traveler will be going to multiple TAD sites select the "Yes" tab. If the traveler is only traveling to one TAD site, select the "No" tab



How to Create an Authorization Cont'd

- **Section E:**
  - If the traveler has another transportation mode ticketed that is *not* listed in Section D, check the box

- When all the required fields have been filled out click the "Save and Proceed" tab located at the bottom of the screen
  - **Note:** If you need CTO assistance select the "CTO Full Assistance Request" tab located at the bottom of the screen.

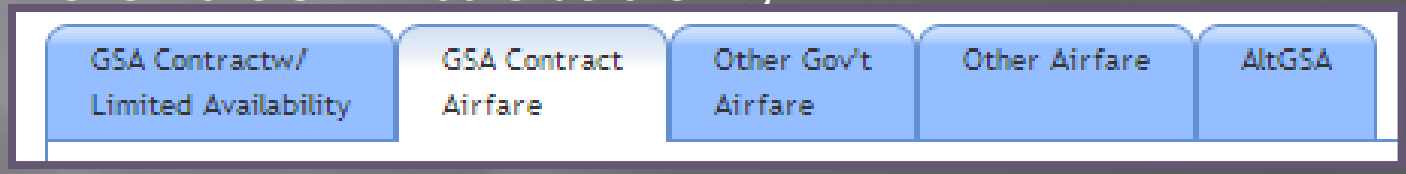
Commercial Travel Office (CTO)

- It is DoD *mandatory policy* that travelers use available CTOs to arrange official travel (JTR, T4025)

- **Transportation Modes:**
  - Commercial Air
  - Rental Vehicle
  - POV

Commercial Air

- DTS allows travelers to book flights via CTO for official travel
- Contract GSA should be first choice
- May authorize a Non-GSA flight when appropriate and IAW established command business rules.
  - No contracted flights
- Flights must be charged to the GOVCC vice Centrally Billed Account (CBA) if traveler is a GOVCC holder
- Must ensure traveler selects the most cost effective flight to accomplish the mission (Maradmin 617/06)
- DTS will automatically default to “GSA Contract Airfare” if there are any available. If not, it will default to the next available tab (moving left to right)
- CTO tickets 72 hours before flight



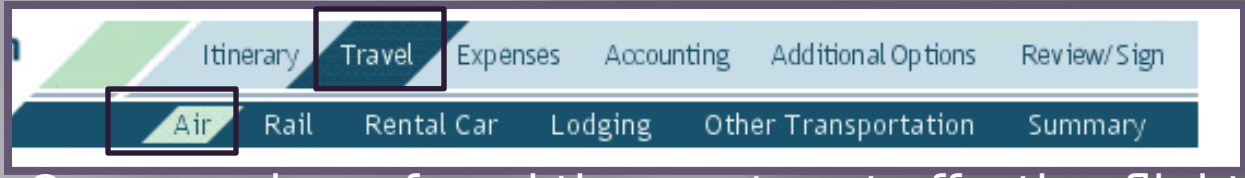
Commercial Air Cont'd

- Unused/ partially used tickets must be returned for refund to TMO.
- Coach-class will be used for all official travel.
- Attach your itinerary and receipt from cwtsatotravel.com.

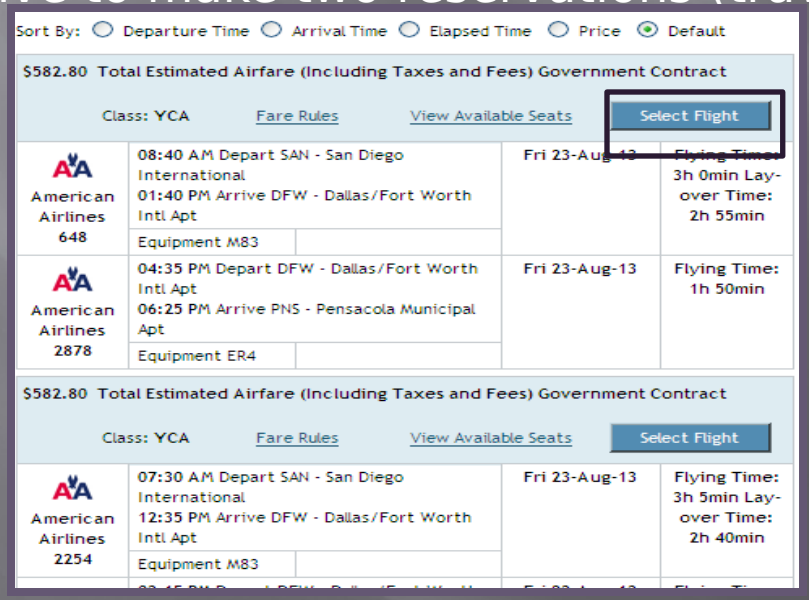
Note: tickets purchased outside of CTO will be limited to the GTR cost.

Commercial Air Reservations

- Select the “Travel” tab and click on “Air” sub-tab.

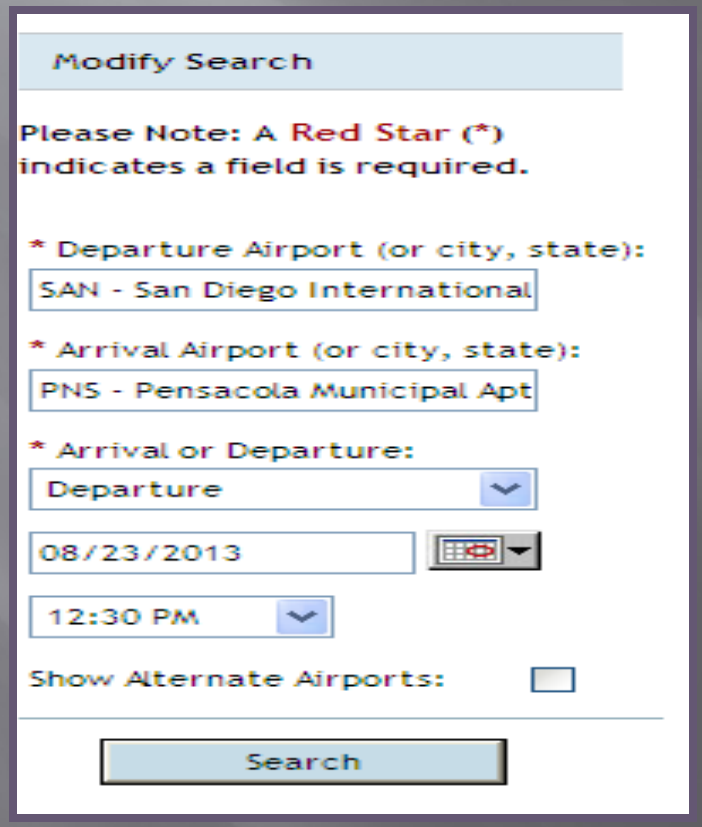


- Once you have found the most cost effective flight to accomplish the mission select the “ Select Flight” tab.
- You can select seat preferences if available.
- You will have to make two reservations (traveling to and from TAD site).


Sort By: Departure Time Arrival Time Elapsed Time Price Default
$582.80 Total Estimated Airfare (Including Taxes and Fees) Government Contract
Class: YCA
Fare Rules
View Available Seats
Select Flight
American Airlines 648
08:40 AM Depart SAN - San Diego International
01:40 PM Arrive DFW - Dallas/Fort Worth Intl Apt
Equipment M83
Fri 23-Aug-13
Flying Time: 3h 0min Lay-over Time: 2h 55min
American Airlines 2878
04:35 PM Depart DFW - Dallas/Fort Worth Intl Apt
06:25 PM Arrive PNS - Pensacola Municipal Apt
Equipment ER4
Fri 23-Aug-13
Flying Time: 1h 50min
$582.80 Total Estimated Airfare (Including Taxes and Fees) Government Contract
Class: YCA
Fare Rules
View Available Seats
Select Flight
American Airlines 2254
07:30 AM Depart SAN - San Diego International
12:35 PM Arrive DFW - Dallas/Fort Worth Intl Apt
Equipment M83
Fri 23-Aug-13
Flying Time: 3h 5min Lay-over Time: 2h 40min

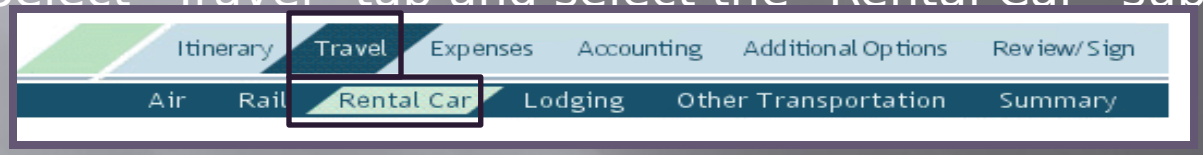
Commercial Air Reservations Cont'd

- You can modify your search to select different airports through the search box located on the left side of the screen.



Rental Vehicle Reservations

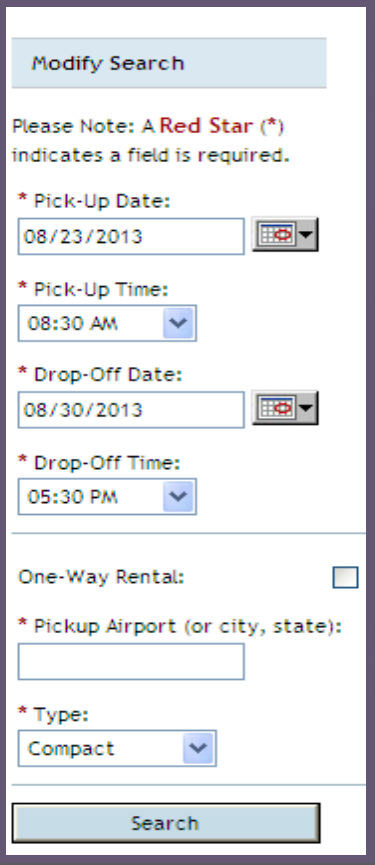
- Select “Travel” tab and select the “Rental Car” sub-tab.

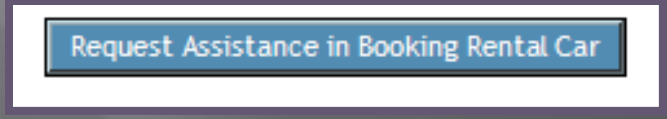


- Select a rental vehicle that is the most effective that will accomplish the mission. Select the “Select Car” tab next to the reservation.

- Use the Modify Search engine to select times, dates, vehicl type, and pickup airport for the rental vehicle.

- Utilize the “Request Assistance in Booking Rental Car” tab for further assistance on reserving a rental vehicle.



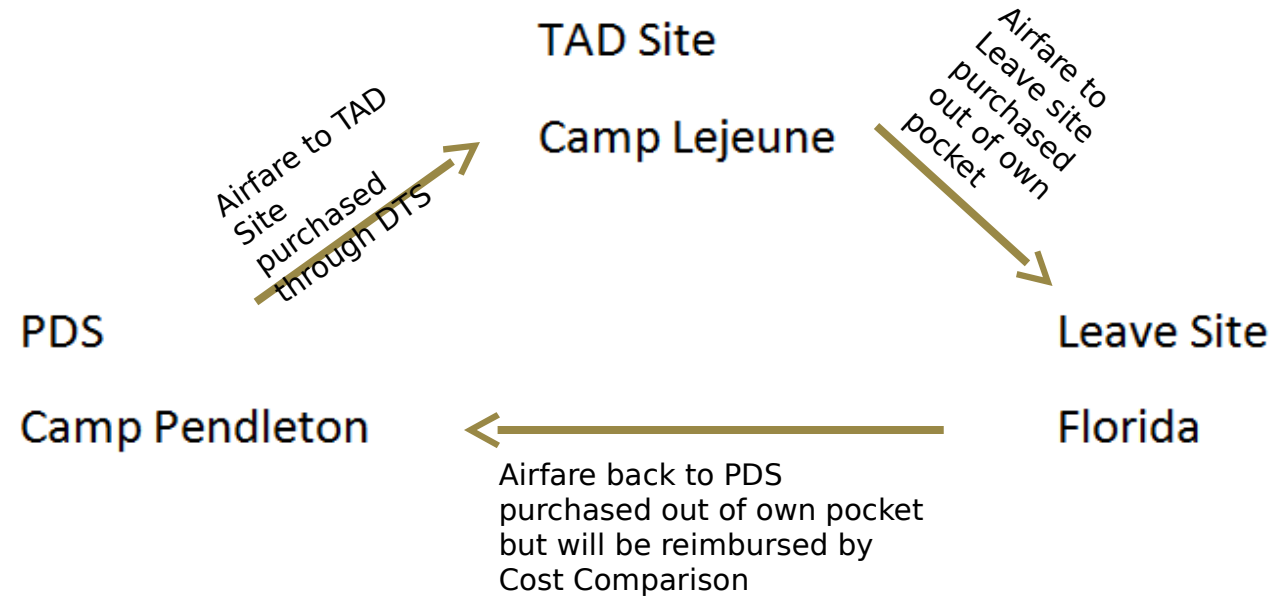


Rental Vehicle

- Reimburse all legitimate costs associated with the rental vehicle.
  - Fuel
  - Transportation to and from rental facility
  - Tolls and parking fees
  - Taxes
  - Government administrative rate supplement (GARS)
- A Compact Car is the ‘standard’ for TAD travel. The Unit AO can approve upgrade when compact car does not meet mission requirements.
  - AO must make comments why upgrade is authorized
  - Can authorize the size/quantity necessary to meet missions requirements.
- Extra insurance is *not* reimbursed for CONUS TAD sites.
  - Authorized when TAD at OCONUS sites
- TECOM will **not** fund rental vehicles

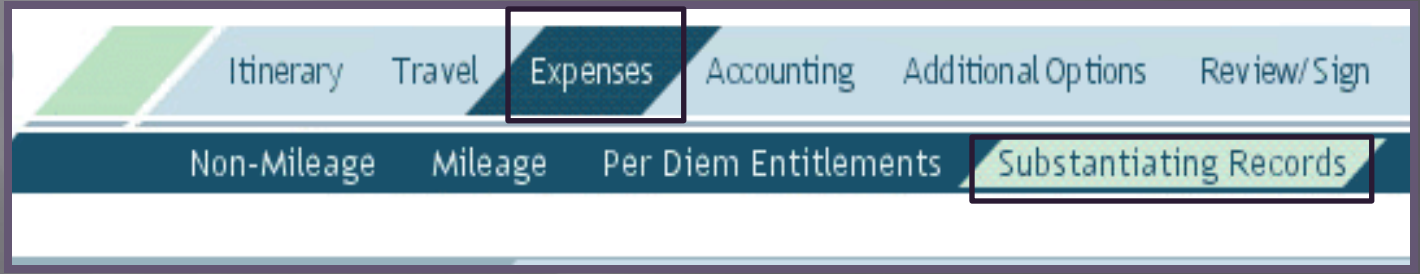
Special Circumstances

- In the case of the traveler wanting to take leave before, during, or after he/she is TAD. The AO can authorize the traveler to purchase his/her own plane ticket.
- Reimbursement is limited to the government cost from the TAD site.


TAD Site
Camp Lejeune
Airfare to TAD Site purchased through DTS
Airfare to Leave site purchased out of own pocket
PDS
Camp Pendleton
Leave Site
Florida
Airfare back to PDS purchased out of own pocket but will be reimbursed by Cost Comparison

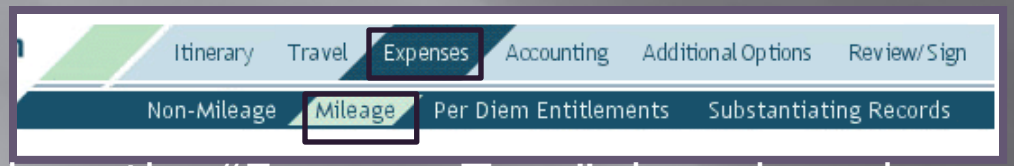
Personal Vehicle (POV)

- Traveler will be reimbursed mileage when utilizing POV for mode of transportation to and from TAD site.
- If TAD site is 400 miles or more in distance (one way) the traveler is required to fill out and upload a Constructed Travel Worksheet (CTW).
  - Traveler will compare how much it will cost in mileage to how much it would cost the government (GSA rate) to fly to the TAD location.
    - CTW can be found on the I MEF DTS Help Desk website.
  - The traveler will be reimbursed whichever mode is more cost effective.
  - The CTW will be uploaded under the “Expenses” tab under the “Substantiating Records” sub-tab.

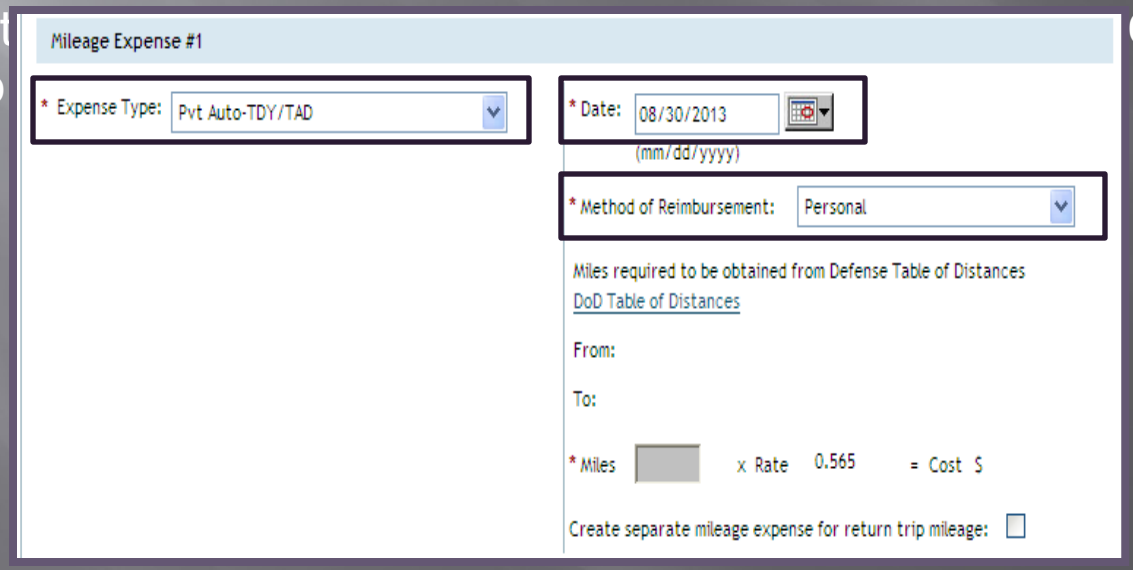


Personal Vehicle (POV) Cont'd

- **How to input POV mileage to TAD site:**
  - Go to "Expenses" tab and select the "Mileage" sub tab.



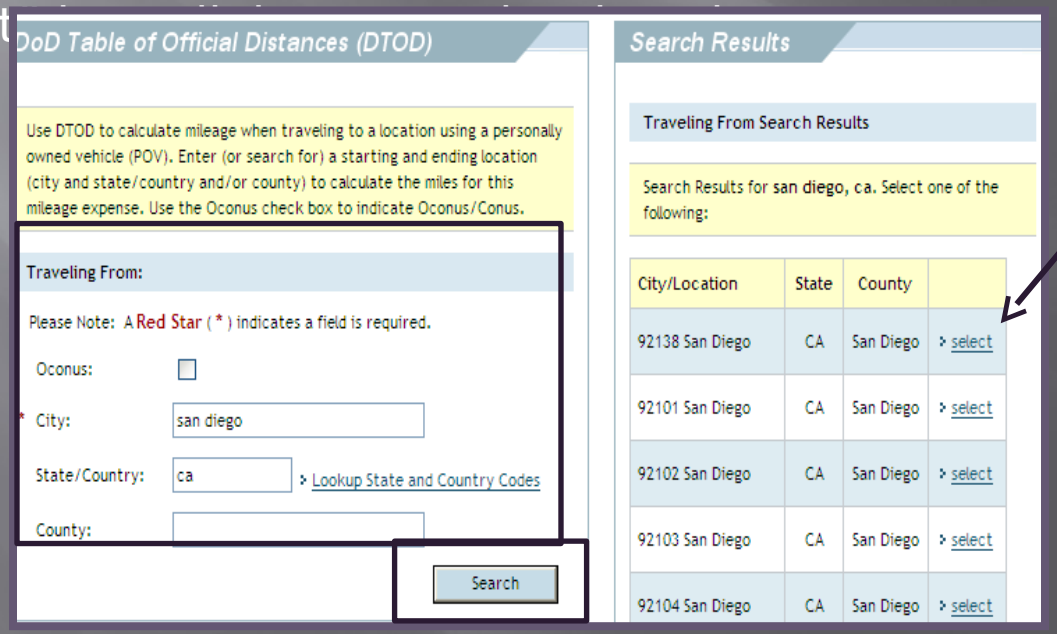
- Click on the "Expense Type" drop down box and select "Pvt Auto-TDY/TAD".
- Enter the date when the traveler will be leaving to TAD location.
- Click on the "Method of Reimbursement" drop down box and select GOVCC or Perso



Personal Vehicle (POV) Cont'd

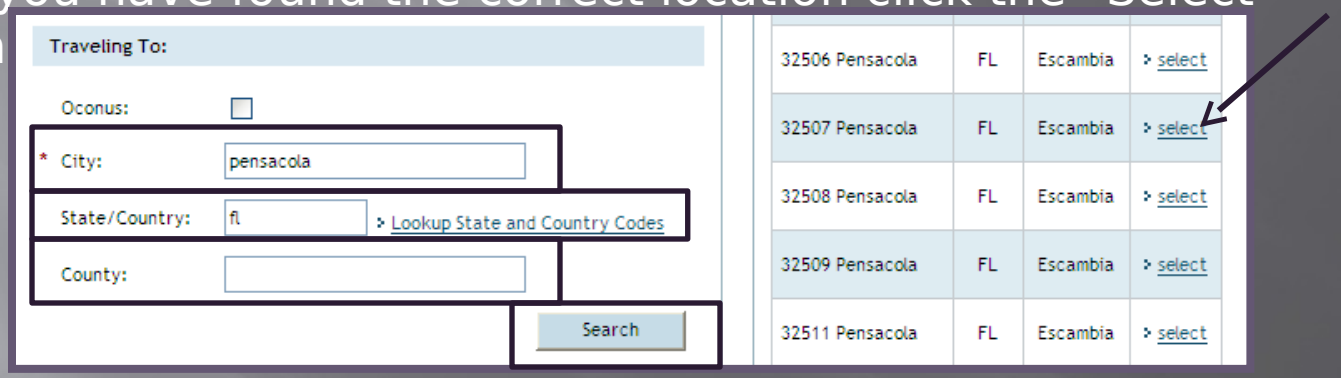
DoD Table of Distances

- Click on the "DoD Table of Distance" hyperlink to calculate the mileage.
  - Under the "Traveling From" section you can search your departing location by typing in city, state, or country.
  - Click the "Search" tab to verify the correct location.
  - Once you have found the correct location of departure, click the "Select

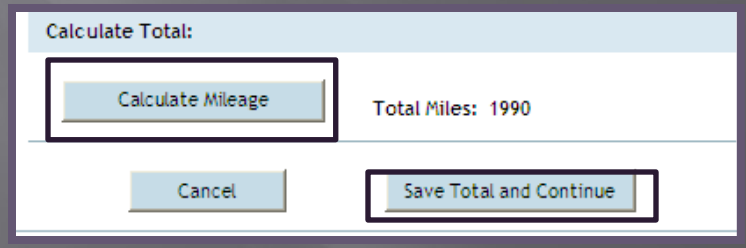

DoD Table of Official Distances (DTOD)
Use DTOD to calculate mileage when traveling to a location using a personally owned vehicle (POV). Enter (or search for) a starting and ending location (city and state/country and/or county) to calculate the miles for this mileage expense. Use the Oconus check box to indicate Oconus/Conus.
Traveling From:
Please Note: A Red Star (*) indicates a field is required.
Oconus:
City: san diego
State/Country: ca
Lookup State and Country Codes
County:
Search
Search Results
Traveling From Search Results
Search Results for san diego, ca. Select one of the following:
City/Location
State
County
92138 San Diego CA San Diego select
92101 San Diego CA San Diego select
92102 San Diego CA San Diego select
92103 San Diego CA San Diego select
92104 San Diego CA San Diego select

Personal Vehicle (POV) Cont'd

- Under the "Traveling To" section search TAD location by city, state or country.
- Click on the "Search" tab to verify the correct location.
- Once you have found the correct location click the "Select" hyperlin

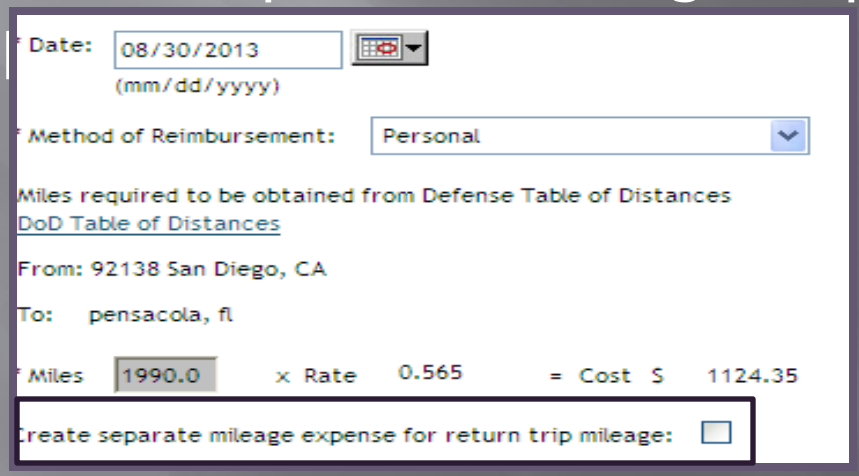


- After you have selected your locations click the "Calculate Mileage" tab and then click "Save Total and Continue".



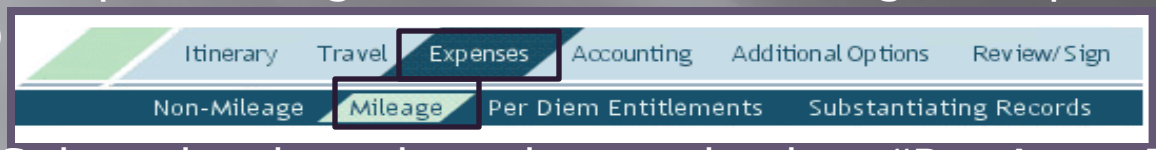
Personal Vehicle (POV) Cont'd

- Before you save the mileage expense, ensure to check "Create separate mileage expense for return tri

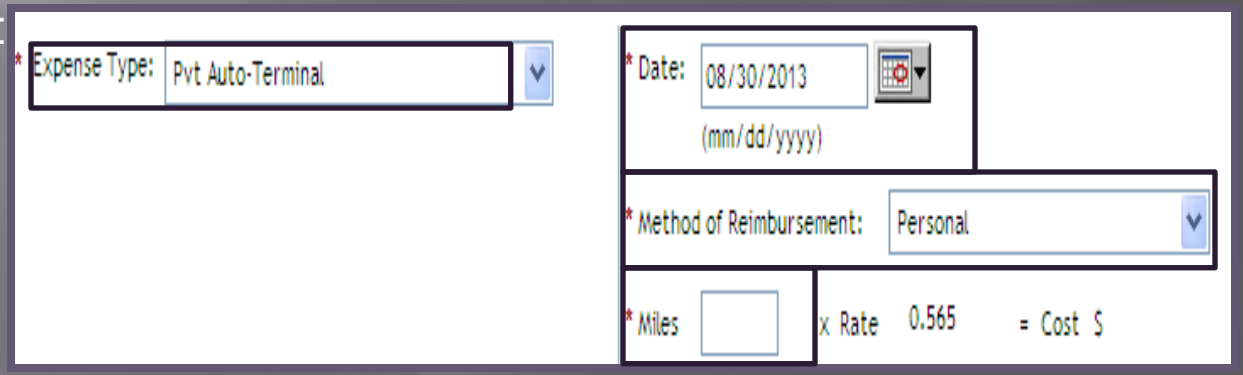

Date: 08/30/2013
(mm/dd/yyyy)
Method of Reimbursement: Personal
Miles required to be obtained from Defense Table of Distances
DoD Table of Distances
From: 92138 San Diego, CA
To: pensacola, fl
Miles 1990.0 x Rate 0.565 = Cost $ 1124.35
Create separate mileage expense for return trip mileage:

Personal Vehicle (POV) to Terminal

- When the traveler is driving POV to airport terminal they rate mileage.
- If spouse is authorized to transport traveler, spouse rates mileage for 2 round trips.

- How to input mileage for POV when driving to airport terminal:
  - Go 

sub-tab.
    - Select the drop down box and select “Pvt Auto- Terminal”.
    - Select the date that you will be traveling.
    - Select the method of reimbursement.
    - Type how many miles the from the duty station/residence to the airport t



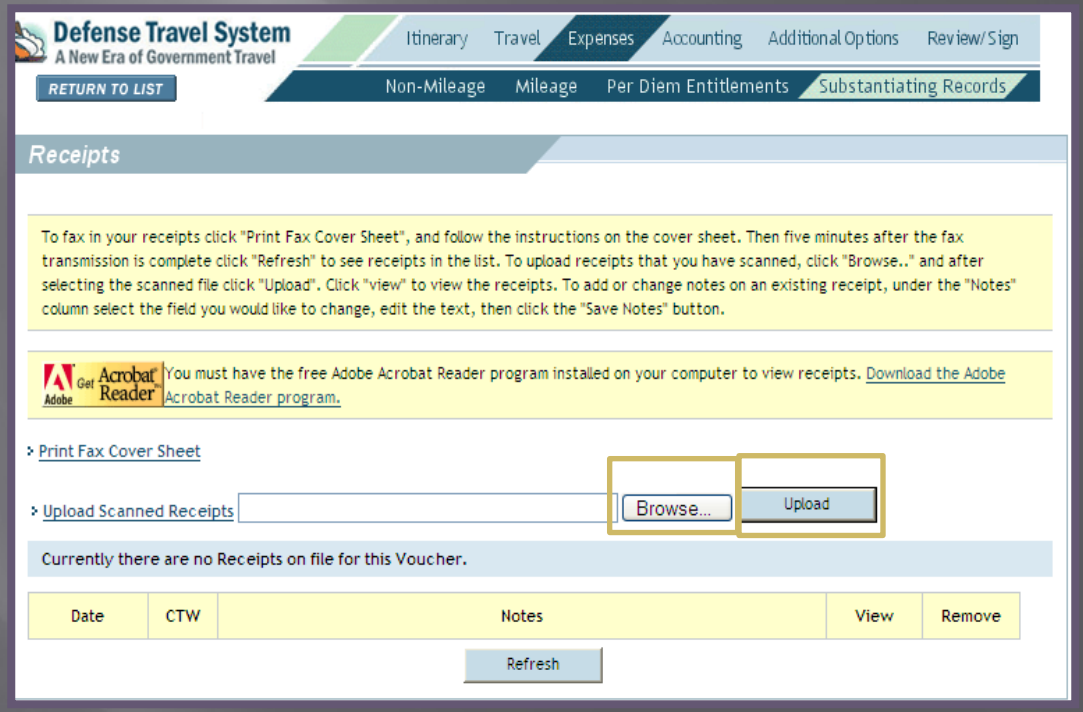
Per Diem Entitlements

Lodging

- AO will determine whether government quarters or commercial lodging will be used on authorization/orders
- If government quarters are directed but not available, the traveler needs a Certificate of Non-Availability (CNA)
- When TAD to a *schoolhouse* or *formal training* the Installation Commander decides whether government quarters are directed.
- Civilians are highly encouraged to stay in lodging but *cannot* be directed
- Can authorize up to 300% of published per diem rate if lodging could **not** be obtained under the ceiling rate. Must provide justification to AO.
- Do not reimburse if staying with relatives/ friends
- Taxes are paid separate from lodging when TAD CONUS through the "Non-Mileage" expense under the "Expenses" tab
- Taxes will be included under the per diem entitlements when TAD OCONUS

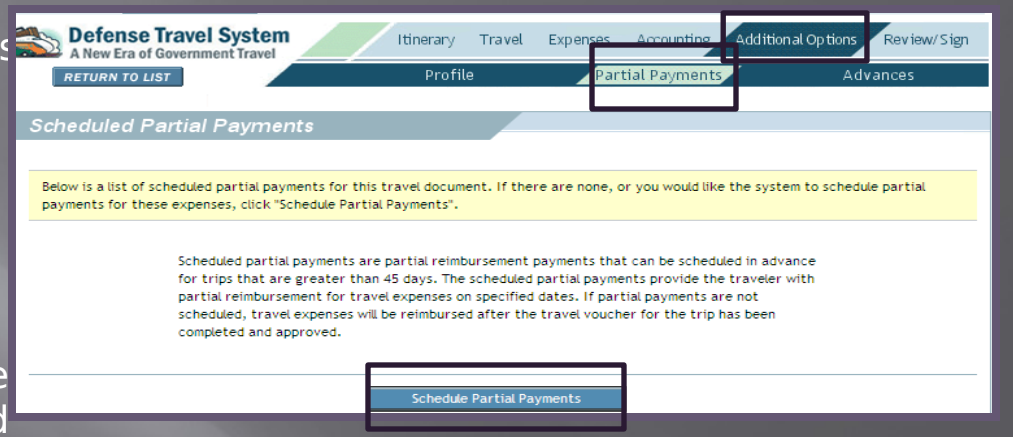
Upload Orders/ Funding Letter

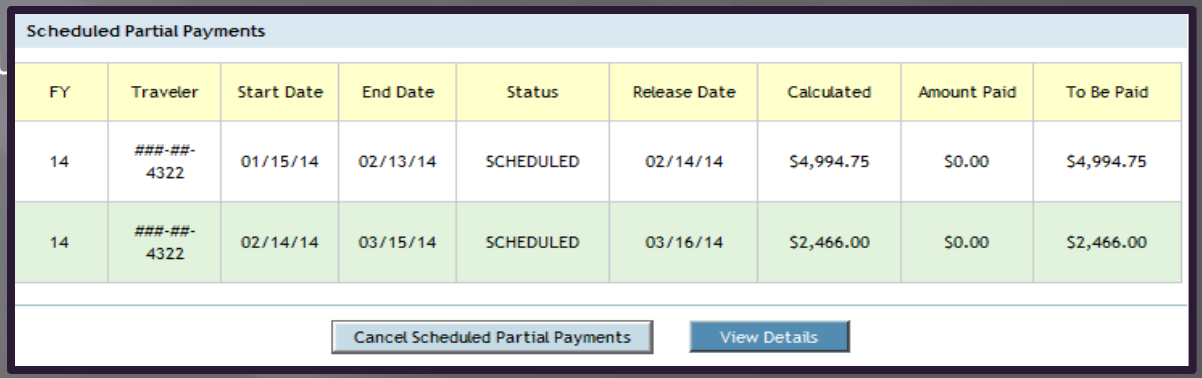
- Ensure the traveler's TAD orders and/or funding letter is uploaded in the DTS authorization/orders.
- To attach supporting documents:
  - Go to the "Expenses" tab and select "Substantiating Records" sub tab.
  - Click the "Browse" tab and select the document from file on computer.
  - Click "Upload" tab.


Defense Travel System
A New Era of Government Travel
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
RETURN TO LIST
Non-Mileage
Mileage
Per Diem Entitlements
Substantiating Records
Receipts
To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.
Get Acrobat Reader
You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. Download the Adobe Acrobat Reader program.
Print Fax Cover Sheet
Upload Scanned Receipts
Browse...
Upload
Currently there are no Receipts on file for this Voucher.
Date
CTW
Notes
View
Remove
Refresh

Partial Payment(s)

- When TAD consecutively for 45 days or more traveler rates partial payments
- Partial Payments are paid every 30 days to GOVCC/Personal account to ensure traveler will not become delinquent or in financial hardship
- The split disbursement between the GOVCC/ Personal account is created by the system based off the method of reimbursements for each expense
- To schedule a partial payment go to the “Additional Options” tab and select the “Partial Payments” sub tab.
- Click the “Schedu Payments” tab


Defense Travel System
A New Era of Government Travel
RETURN TO LIST
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Profile
Partial Payments
Advances
Scheduled Partial Payments
Below is a list of scheduled partial payments for this travel document. If there are none, or you would like the system to schedule partial payments for these expenses, click "Schedule Partial Payments".
Scheduled partial payments are partial reimbursement payments that can be scheduled in advance for trips that are greater than 45 days. The scheduled partial payments provide the traveler with partial reimbursement for travel expenses on specified dates. If partial payments are not scheduled, travel expenses will be reimbursed after the travel voucher for the trip has been completed and approved.
Schedule Partial Payments



How to Sign an Authorization

- 1. Under the “Review/Sign” tab click on the “Preview” sub tab. Review the authorization/orders to ensure that the information that has been inputted is correct and IAW the orders and/or funding letter. When you have reviewed the information click the “Save and Proceed to Other Auths” tab (located at the bottom of the screen).
- 2. Review the Other Auths. Screen for any flags. Type in Justifications for any items that have been flagged in the system. Click the “Continue” tab (located at the bottom of the screen).
- 3. On the “Pre-Audit” sub-tab, review anything that has been flagged in the system. Type in justifications for items that have been flagged in the system.

Click the “Save and Proceed to the Digital Signature” tab.

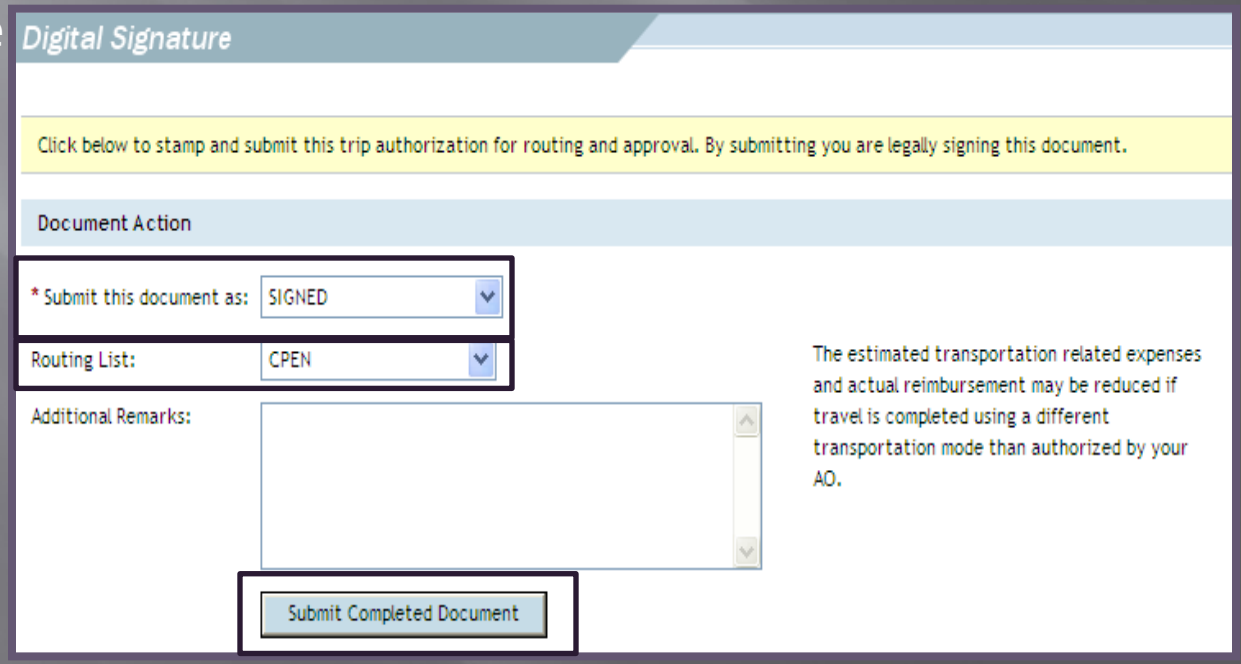
How to Sign an Authorization Cont'd

4. -Utilize the drop down box for "Submit this document as" and select "SIGNED".

-Utilize the drop down box for the "Routing List" and select the correct routing list that it needs to be routed through.

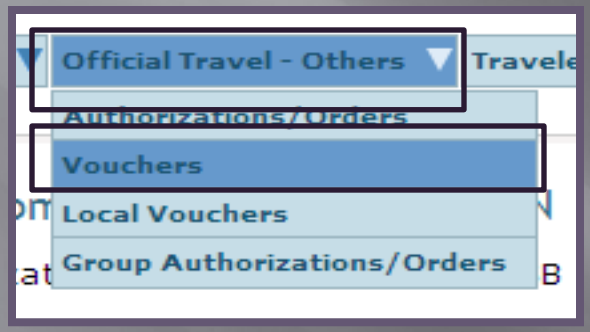
-Add any additional remarks that are necessary for your unit's AO's and RO's.

-Click "Submit Completed Document" to complete your digital signature


Digital Signature
Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.
Document Action
* Submit this document as:
SIGNED
Routing List:
CPEN
Additional Remarks:
The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.
Submit Completed Document

How to Create a Voucher

- Go to “Official Travel- Others” tab and select “Vouchers”



- Search traveler by full SSN or first and last name.
- Click on the “ Create New Voucher from Authorization/Orders” located at the top left hand corner of the screen.
- Under the “Itinerary” tab verify to ensure the TAD trip dates and location is correct. Ensure to make any changes that are necessary.
- Under the “Travel” tab to ensure the transportation modes and monetary values are correct. Make any necessary changes.
- Under the “Expense” tab select the “Non-Mileage” sub tab to

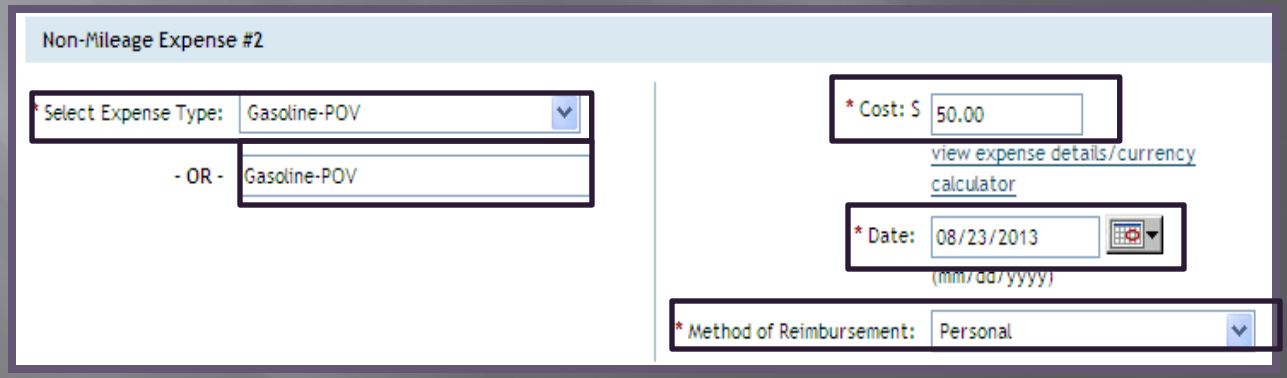
Miscellaneous Expense Types

- **Transportation in and around TAD site**
- **Transportation to and from the airport**
- **Parking fees (airport)-** travelers are limited to cost of 2 taxi fares plus tip.
- **Excess baggage**- limited to mission essential items and must be justified (I.E. issued gear, K-9 crates, etc.)

JTR, Chapter 2, Part M, Appendix G for Miscellaneous Expense
http://www.nps.edu/travel/documents/AppendixG.pdf

How to Create a Voucher Cont'd

- To input a non-mileage expense:
  - Utilize the drop down box or manual type in box to select the type of miscellaneous expense.
  - Enter in the cost of the miscellaneous expense.
  - Utilize the drop down box to select the date that the expense incurred on
  - Utilize the drop box to select the method of reimbursement for the miscellaneous expense.



How to Create a Voucher Cont'd

- Once all miscellaneous expenses have been added click the "Save Expense" tab located at the bottom of the screen.
- Under the "Expense" tab select the "Mileage" sub tab to add any mileage expense reimbursable to the traveler.
- Under the "Expense" tab select the "Per Diem Entitlements" sub tab ensure all per diem entitlements are correct. If any changes need to be made click the "edit" hyper link next to those specific days.
- Under the "Expenses" tab select the "Substantiating Records" sub tab upload all required receipts and supporting

T-Entering

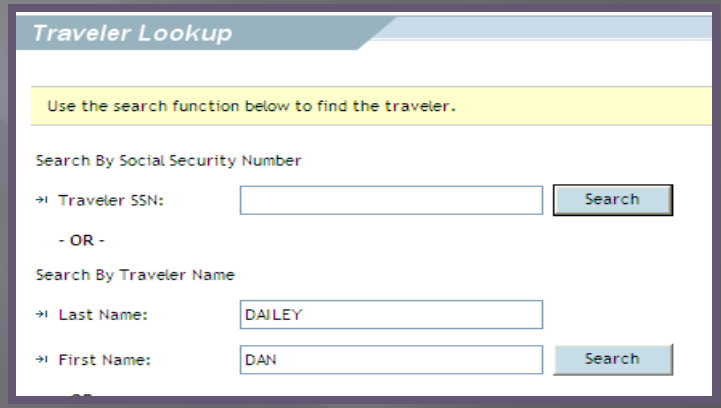
- When signing on behalf of a traveler for a voucher (also known as “t-entering” the traveler must sign a 1351-2 Form.
- The 1351-2 Form is system generated and specific to each voucher.

How to acquire a 1351-2 Form:

- Go to “Offici

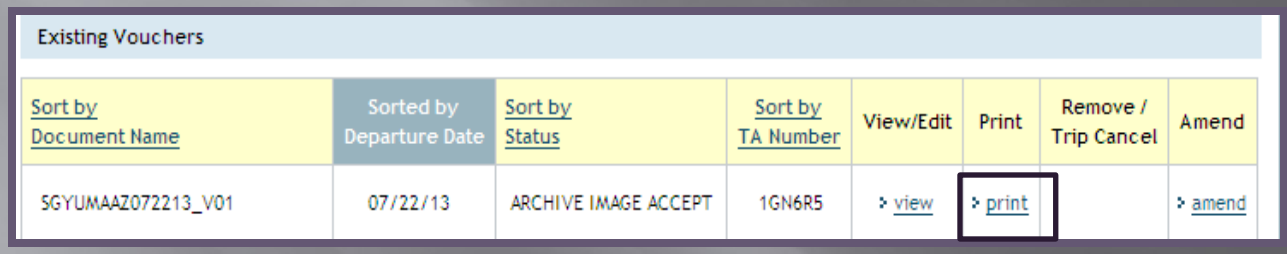
tab and select “Vouchers”.

- Search traveler by full SSN or First and Last name.

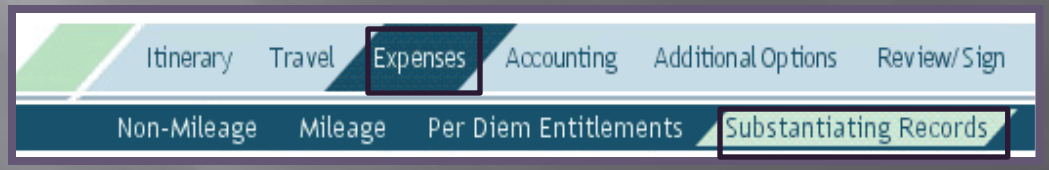


T-Entering Cont'd

- Click the "Print" hyperlink next to that specific Voucher.



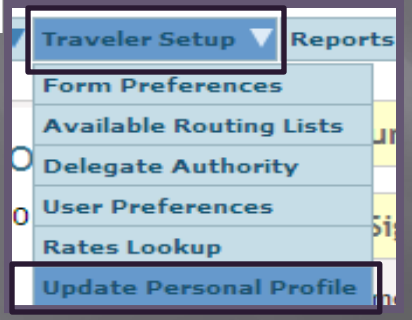
- Have the traveler sign Block 20a.
- Scan and upload 1351-2 into "Substantiating Records" located under the "Expenses" tab.



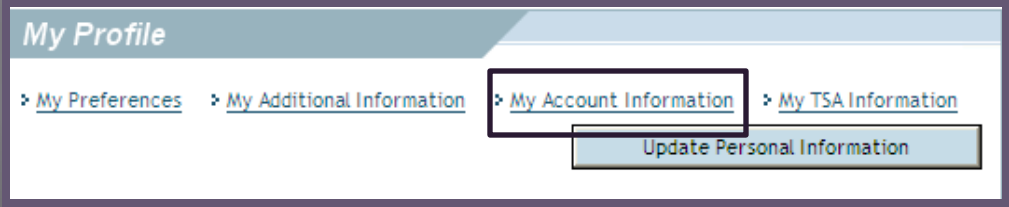
Assisting Travelers

Updating EFT information

- LDTA's or travelers are the only authorized personnel to update EFT information.
- **How traveler's can update their EFT information:**
  - Have the traveler log into DTS.
  - Traveler will go to the "Traveler Setup" tab and select the "Update Personal Profil



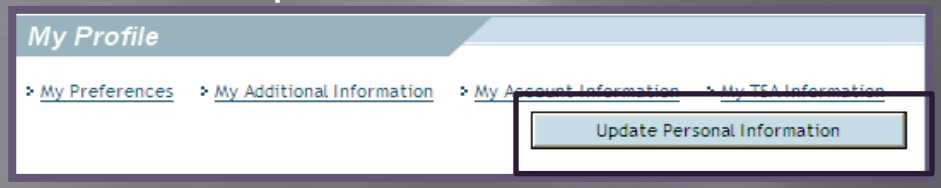
- Traveler will click on the "My Account Information" hyperlink located at the top of the screen



Assisting Travelers

Updating EFT Information Cont'd

- Traveler will type in their correct personal account information.
- Traveler must click "Update Personal Information" tab when they have finished update their profile.



- **How to submit an EFT request to LDTA:**
  - Fill out required fields on the EFT Request form (located on the I MEF DTS Help Desk website under the "Forms" tab).
  - Attach your DD Form 577 with the EFT Request form.
  - Scan and email the EFT request form and DD form 577 to the I MEF DTS Help Desk.

Assisting Travelers

Trace Request

- When a DTS payment shows that it was paid out and the traveler never received those funds they will need to send a Trace Request.
- The Trace Request instruction sheet can be found on the I MEF DTS Help Desk website under the “Forms” tab.
- The Trace Request will be emailed to DFAS.
- DFAS will contact the bank to ensure the traveler did not receive those funds (I.E. wrong bank account information in DTS, old bank account, or a closed bank account).
- DFAS will then re-issue the payment to the travel via EFT.
- This process can take anywhere from 1-2 weeks.
- For further questions or assistance call DFAS at 1-888-332-7411.

References

References to obtain additional information:

- Defense Travel System Sites
  - **www.defensetravel.osd.mil**
- JTR, Volume 1/Appendix O of the JFTR
  - http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf
- DoD FMR, Volume 9, Chapter 2
  - **http://comptroller.defense.gov/fmr/archive/09arch/09_02.pdf**
- Defense Travel Administrators (DTAs)
- I MEF DTS Help Desk Website
  - **http://www.imef.marines.mil/DTSHelpdesk.aspx**

CTO Point of Contact(s)

Camp Pendleton: (866)-950-1640

Miramar: (858) 577-1299

Yuma: (928) 269-2315

29 Palms: (760) 830-6622

Comptroller Point of Contact(s)

TECOM: (703) 784-1248

MARSOC: (760) 725-2239

Base: (760) 763-0696

1st Mar Div: (760) 763-2099

1st MLG: (760) 763-9173

1st MHG: (760) 763-2566

3rd MAW: (858) 577-7414

Questions

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